



JUDAH MINISTRIES EMPLOYEE HANDBOOK



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Handbook Summary

Judah Ministries' 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.

Employment at Judah Ministries is employment at will, which means that either the employee or Judah Ministries may terminate the employment relationship at any time, for any or no reason. Except for the approval of the Executive Director of Judah Ministries no one is authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by 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. Employees are required, as a condition of their employment, to read the Judah Ministries' Employee Handbook and sign the Acknowledgement Form provided to them. Judah Ministries' leadership team 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 leadership team, or Executive Director, Alisia Jackson. Again, welcome to Judah Ministries and we're glad to have you aboard!



Picture: Alisia Jackson, Founder & Executive Director

About Judah Ministries

Judah Ministries' Mission Statement

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 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 complete need-based services.

Judah Ministries Core Values and Competencies

- Respect for the children and families of Judah Ministries and community.
- Integrity that embraces the highest standards of honesty and ethical behavior.
- Excellence is reflected in the individual daily lives and a continuous search for new ways to improve everything we do to make a positive change in the lives of other individuals.
- Judah Ministries 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.

Non-Discrimination: Affirmative Action and Equal Employment Opportunity

It is the policy of Judah Ministries to be fair and equitable in all its relations with its employees, applicants for employment, internships (unpaid/ paid), and apprenticeship 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 will fully cooperate in the implementation of all applicable laws and executive orders.

Americans with Disabilities Act (ADA)

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 public.

Judah Ministries Brief History

Judah Ministries started as Judah Church of God in Christ in the Brightwood Community of Indianapolis, Indiana. But when the church dissolved our founder Alisia Jackson decided to shape the organization into Judah Ministries in 2002 and keep the 501 (c) 3 tax exemption status in 2003. She wanted to provide the residents of the Brightwood community with an opportunity for their children to receive an education, to do laundry, and to receive a meal.

The first program that Judah Ministries offered was the Pride Academy program which served 25 children in 2002.

Since our beginning, Judah Ministries has been able to bless the community through 6 programs: Pride Academy Early Learning Institute, Pride Academy Kidz (PAK) Enrichment Camp, Pride Ignite College and Career, Crime Prevention, Community Outreach, and PrideTown Housing. The programs have provided opportunities to create partnerships, build connections with the community, and establish a better quality of life for children, families, and community members.

Judah Ministries has since moved from Brightwood to Speedway and the Northwest side of Indianapolis. We have currently 4 buildings operating, with another building being built by 2026. We look forward to continuing to help our community strive for excellence to have a better quality of life.



Picture Above: 1st Building of Judah Ministries

Judah Ministries Programs

Pride Academy Early Learning Institute

Pride Academy is our 6 weeks to 13-year-old program. Pride Academy currently has 4 locations with 3 locations: (Pride West 1, Pride West 2, and Pride North 1) being National Association for the Education of Young Children (NAEYC) accredited and Path to Quality (PTQ) Level 4. Pride Academy has an all-day infant, toddler, preschool, and Pre-K program with a before and after care program for school-age children. Pride Academy utilizes the Indiana Department of Education (IDOE) Early Learning Standards and NAEYC standards to educate our children. The Pride Academy Curriculum that is utilized is designed specifically for our demographic of children we serve and is updated as the IDOE updates their standards. Pride Academy provides the following activities for our children:

- 10 Educational Centers in each classroom
 - Manipulatives
 - Writing
 - Blocks
 - Mathematics
 - Science
 - Dramatic Play
 - Arts
 - Reading
 - Sensory
 - Music
- Jolly Green Garden (Whole Foods Garden Curriculum)
- Homework Time and Support
- Tutoring
- DadEmpowerment Book Club
- Science, Technology, Engineering, Arts, Mathematics (STeAM)
- Spanish Lessons
- Outside Learning Environment
- Guest Speakers (Based on theme of the week)
- Cultural and Community Celebrations

Pride Academy Kidz (PAK) Enrichment Camps

PAK Enrichment Camp is our out of school program for school age children 5-13 years old (Kindergarten- 7th grade). PAK Enrichment Camp programs are mostly during the spring, fall, winter, and summer breaks and during holidays that the program is open. During PAK Enrichment Camps, children receive enriching educational experiences in Language Arts/ English, STeAM, performing and visual arts, economics, and humanities. PAK Enrichment Camps includes:

- Drumline
- Aviation
- Violin Symposium
- Bounce Class
- Martial Arts
- Millionaire Mindset (Financial Literacy Program)
- Swimming Lessons
- STEaM Activities
- 100 Book Reading Challenge
- Soccer
- Construction 101
- Electricity 101

Pride Ignite College and Career

Pride Ignite College and Career (Pride Ignite) is our 14–24-year-old program for youth and young adults who have aged out of our Pride Academy program and would like to continue a relationship. Pride Ignite is focused on participants’ career’s interests, helping to apply for college and employment, workshops on financial literacy, and assistance with scholarship and financial aid research and applications. Pride Ignite includes:

- Workshop: Resume and Cover Letter Building
- Workshop: Creating LinkedIn Accounts
- Employment and Apprenticeships
- Financial Aid Workshop
- Financial Literacy
- Workshop: College Applications/ Scholarships
- Career Development
- Community Service/ Service Learning
- Workshop on Entrepreneurship
- Gaining Swimming certifications
 - Snorkeling
 - Scuba Diving

Crime Prevention

Crime Prevention gives 2nd chances to individuals who are reentering society from jail or prison or who are interested in pursuing a different career path. The Crime Prevention Program offers the following services:

- Case Management
- Scholarships for Commercial Driver’s License (CDL), Child Development Associates (CDA), and other non-traditional certifications (Plumbing, Electrical, HVAC, Construction, and other careers)

- Expungement Support
- Monthly Community Gatherings
- Eviction Support

Community Outreach

Community Outreach provides resources to the community throughout the year and invites our stakeholders to connect with one another to improve their quality of life. The following events are provided in this program:

- Food Pantry: Every Saturday from 10am-12pm
- Summer Food Boxes: Families whose children are enrolled in the Pride Academy or PAK Enrichment summer programs and have Child Care Development Fund (CCDF).
- Homeless Initiative: Judah Ministries goes to shelters and transitional homes to feed and serve the residence at least 6 times during the year.
- Clothe-A-Child is a program that sponsors children ages 0-18 years old to shop for clothing items with the assistance of volunteers during the 2nd Saturday of December.
- B'More at the Balt provides resources, items, and toys to the residents of Blackburn Terrace and the Brightwood Community during the 2nd Saturday of December.
- Diaper Giveaway supplies families with diapers and diaper accessories each month for infants and toddlers.
- Back to School Giveaway supports children in the community going back to school. They receive a backpack filled with school supplies and hygiene items. The giveaway also features vendors in the community to cut hair/ do hair, music, food, and fun activities. This event is on the last day of Summer Programming.
- Coat and Toy Giveaway is during the months of October and November. Children receive a coat to wear for the winter and toys for the holiday season.



PrideTown Housing Development

PrideTown Housing Development focuses on financial literacy and potential homeownership. In partnership with Peter Dunn, Your MoneyLine.com provides financial advisors with courses, training, and educational videos on how to manage money, invest assets, and plan for one's future. We also have quarterly Financial Awareness Workshops

(FAW) where we have partnered with Old National Bank to conduct sessions on homeownership and reducing debts, Estate Planning Attorneys, and business owners to discuss contracts. During these workshops, we have implemented the Crown Financial curriculum where participants learn about building emergency savings, paying off credit card debt, paying off consumer debt, adjusting budget plans, saving for the future, investing wisely, and leaving a legacy.

Accreditations and Certifications

Judah Ministries' Pride Academy Programs and PAK Enrichment Programs receive accreditations through NAEYC and Path to Quality.

National Association for the Education of Young Children (NAEYC)

[NAEYC](#) is an early childhood education organization dedicated to improving the quality of education and care for children 0- 8 years old. They focus on connecting practice, policy, and research to promote high quality early learning experiences. NAEYC 10 Program Standards:

1. Relationships
2. Curriculum
3. Teaching
4. Assessment of Child Progress
5. Health
6. Staff Competencies, Preparation, and Support
7. Families
8. Community Relationships
9. Physical Environment
10. Leadership and Management

[NAEYC Code of Ethical Conduct and Statement of Commitment](#) provides guidelines for responsible behavior and sets forth a common basis for resolving ethical dilemmas in early childhood care and education. It emphasizes core values such as appreciating childhood, respecting the dignity and worth of each individual, and recognizing the importance of relationships based on trust and respect.

Paths to Quality (PTQ)

[Paths to Quality \(PTQ\)](#) is Indiana's voluntary childcare quality rating and improvement system. It helps families identify high-quality childcare programs and supports providers in improving their services. PTQ has four levels of quality, each building on the previous one. Judah Ministries' Pride Academy sites are registered ministries and will abide by the [PTQ Registered Ministries Standards](#):

1. Level 1: Health and Safety - Basic health and safety needs are met.
2. Level 2: Learning Environments - The environment supports children's learning.

3. Level 3: Planned Curriculum - A planned curriculum guides child development and school readiness.
4. Level 4: National Accreditation - The highest indicator of quality, achieved through national accreditation.

Each level provides a framework for continuous improvement and recognizes the efforts of childcare providers.

Website and Social Media

Website

www.judahministriesinc.org

Facebook

@JudahMinistriesPA

TikTok

PrideAcademyInstitute (@judahministries)

YouTube

@PRIDEACADEMY317

Locations and Contact Information

Pride Academy West 1

RM-100374-A

5615 West 22nd Street Indianapolis, Indiana 46224

Phone: 317-247-1553

Pride Academy West 2

RM-100753-A

5570 Crawfordsville Road Speedway, Indiana 46224

Phone: 317-390-4951

Pride Academy North 1

RM-100982-A

5711 Michigan Road Indianapolis, Indiana 46228

Phone: 317-672-9200

Executive Director's Contact

Alisia Jackson

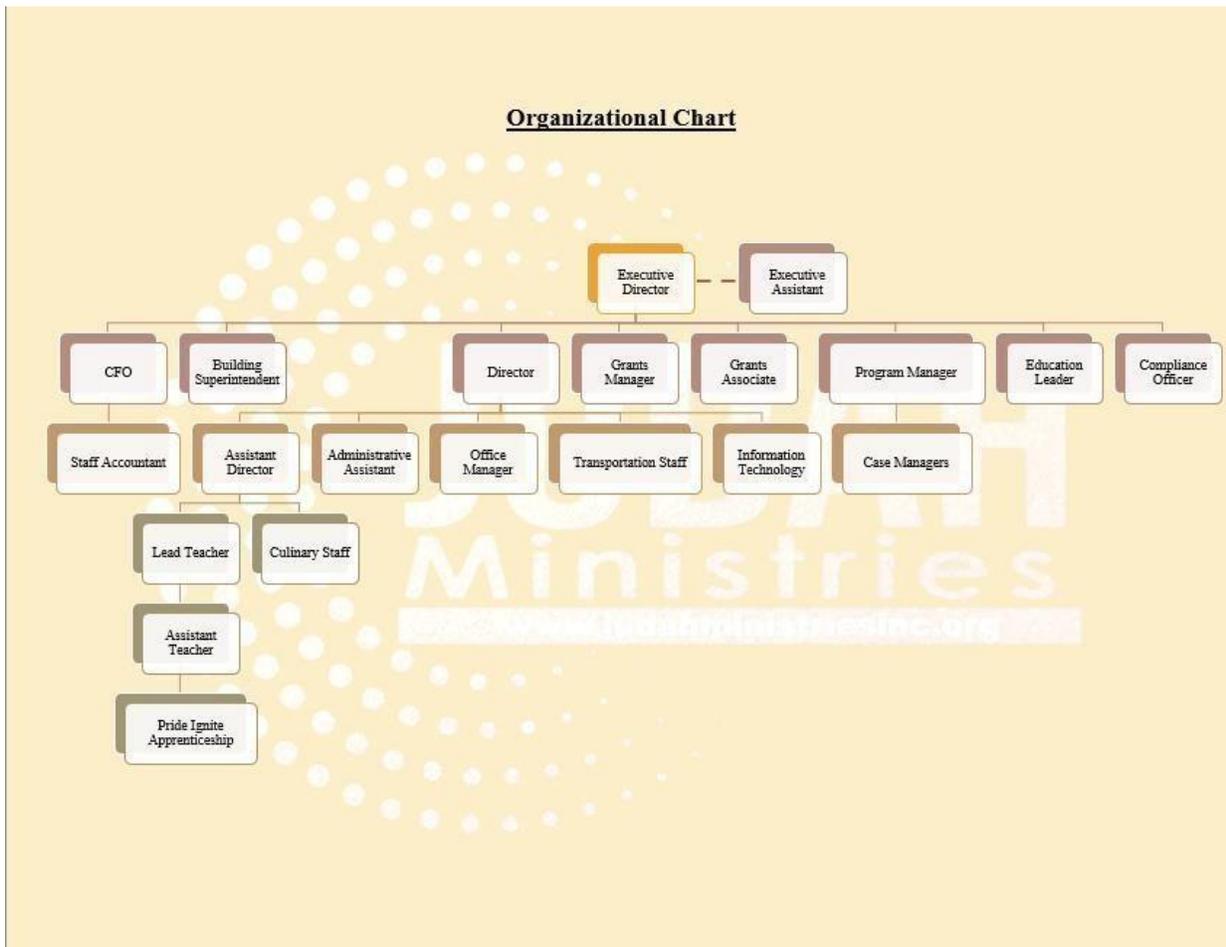
Email: alisia.jackson@judahministriesinc.org

Phone: 317-373-5183

Brightwheel

Brightwheel is a Child Care Management System that is designed to simplify, automate, and speed up the management of childcare centers and early childhood education programs. It helps with daily tasks such as billing, enrollment, family engagement, staff management, and record-keeping. Our Pride Academy and PAK Enrichment utilize this system.

Organizational Chart



Hours of Operations

Pride West 1

- 6:00am-5:00pm

Pride West 2

- 6:30am-5:00pm

Pride North 1

- 6:30am-5:00pm

Holiday and Closures

Holidays and Closure pay depends on whether an employee is full-time or part-time. If full-time, 8 hours of pay, if part time 4 hours of pay.

Holidays

Depending on when holidays land in the year will determine how many days are given off. Please be advised that the listing of holidays will be updated at the beginning of each year and given to each employee.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day after Christmas

Organization Professional Development Days

All employees must attend professional development days. These days are considered workdays and paid days. If an employee cannot attend, they must submit a request with their supervisor at least 2 weeks prior to the date and receive approval to be off. If an employee is not in attendance and does not receive approval, they are subject to having a written statement in their personnel file. The following days are the general Professional Development Days but are subject to change depending on the events of the year.

- 2nd Monday in March
- 2nd Monday in August
- 2nd Monday in October

Weather- Related Closings

Judah Ministries' program 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).

A provider has 16 paid closure days per calendar year (vacations, sick days, in-service days, inclement weather days, emergency closures, holidays, etc). If a provider is closed for the whole week, then they would need to record five (5) Paid Closure Days for that week. Paid closures should all be used before selecting a non-paid closure. If there are any questions regarding weather-related closings or delays, please contact your immediate supervisor.

Ratios

Judah Ministries operates on the following ratios in our Pride Academy, PAK Enrichment and Pride Ignite programs for children and youth under 18 years old, which are recommended by the State of Indiana and NAEYC. During observations and inspections, state ratios are observed over accreditation ratios. Only when NAEYC assesses programming will ratios be adjusted. When outside or on the playground teachers and youth workers will frequently move around the area and keep account and attendance of the number of children outside. During activities and enrichment times, teachers must continue to be present in the classroom, help with restroom breaks and behavior of children and youth. Two staff members must always be in the building and in a position to oversee the children and youth. Infants, toddlers, preschoolers, school age children, and youth under 18 years old should always have adult supervision and are never allowed to be by themselves unless going to the restroom. (See Restroom Usage)

Age Group	NAEYC Ratio	State of Indiana Ratio
Infant	1:4 (8 max)	1:5 (12 max)
1 year old	1:6 (12 max)	1:5 (12 max)
2-year-old (not potty trained)	1:6 (12 max)	1:8 (16 max)
2 year old (potty trained)	1:6 (12 max)	1:8 (16 max)
2.5-3-year-old	1:10 (20 max)	1:9 (17 max)
3-year-old	1:10 (20 max)	1:11 (25 max)
4-year-old	1:10 (20 max)	1:13 (29 max)
5-year-old	1:10 (20 max)	1:17 (31 max)
6 year old to 1 st grade	1:12 (24 max)	1:20 (40 max)
2 nd grade and up	1:15 (30 max)	1:20 (40 max)

*Please Note: square footage of the room will also determine how many children can be in a classroom setting.

Dress Code

Judah Ministries believes that professionalism is both the attitude and appearance of a staff member. Judah Ministries has adopted a dress code to present a professional image to everyone visiting or participating in our programs. Staff will be easily identifiable by the logo, style, colors and badge of Judah Ministries' and Pride Academy's logos. Judah Ministries semi-annually will give shirts during the cold and hot months to ensure all staff are in proper uniform. Below are the requirements for days of operation:

- Educational Staff Uniform: Judah Ministries/ Pride Academy shirts and black or khaki bottoms (pants, knee-length skirts, capris, and knee length shorts). Shoes are to be closed toe as we are ensuring the safety of staffing in the area. Shoes that are not permitted include: Crocs (or any style of shoe like this), sandals, or shoes that expose the toes or heels.
- Administrative Staff (On-site) Uniform: Should be business casual if not wearing the Judah Ministries'/ Pride Academy's shirts. Bottoms are to be pants, knee-length skirts, capris, and knee-length shorts.
- Program Staff (Off-site/ Remote): If you have virtual meetings and are requested to be on camera, please be in business casual. In person meetings, please adhere to Judah Ministries/ Pride Academy Uniform Requirements for Administrative Staff.

The immediate supervisor has the final authority regarding questionable attire. It is expected that all staff members will present themselves and Judah Ministries 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

Telephone/ Cellphone Usage

If working in our Pride Academy, PAK Enrichment, and Pride Ignite programs, it is important that staff's attention remain on the children and youth as required by NAEYC and State of Indiana Licensing. A lapse in attention could result in serious accidents, which with appropriate supervision, would have been prevented. Therefore, cell phones during the classroom instructional periods are not to be utilized, unless given permission by the supervisor. Cellphones should be stored in a purse, bag, coat, lockers or locked cubbies away from the children or youth. Tablets or computers are given to all educational staff to be used during instructional period in their classrooms. In the event of an emergency, the staff member must inform the immediate supervisor, and, in this case, cell phones must be set to vibrate. Telephones in the office are available in case of emergency if someone needs

to be contacted. Any staff member not adhering to this 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

Requirements for Training and Testing

All staff members and volunteers regularly working with children and youth must adhere to the State of Indiana Licensing (FSSA/ Office of Early Childhood and Out of School Learning) regulations and requirements. If staff are over the age of 18 or emancipated, they 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.

If staff are under the age of 18 and are in high school they must have:

- A work permit in accordance with the State of Indiana. For more information regarding youth employment see: <https://www.in.gov/dol/youth-employment/youth-employment-home/>

All staff working with children and youth are required to be:

- Yearly certified in CPR, First Aid, AED, and universal precautions
- Complete 20-60 hours of training from I-LEAD see list from New Employee Packet or from compliance officer. Training requirements will depend on the position being filled/ assigned. Required yearly training includes, but are not limited to:
 - Child Abuse and Neglect
 - Safe Sleep 1 and 2 (If you have not taken Safe Sleep 1 in person for the first time, see supervisor to set up a class to take in person.)
- Staff must receive a physical exam, TB Test, FBI Fingerprint/ Background Checks, and drug test prior to working on site.
 - If under the age of 18, required background checks are through the State of Indiana. The compliance officer will walk through this process.

Physical exams will be the responsibility of the staff to receive. The compliance officer will list programs that offer physicals for affordable rates. TB Testing, FBI Fingerprint, and drug test will be paid by Judah Ministries; 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. Judah Ministries will continue to pay for TB Test, FBI Fingerprinting/ Background Checks, CPR/ First Aid, AED and Universal Precautions for staff.

Evaluations

Annual staff evaluations are done towards the end of the year. Depending on the program, evaluations can be conducted by the supervisor, or it can be a self-evaluation where a form asking performance questions will be answered by the staff and submitted to their supervisor. The executive director, or immediate supervisor can do observations of work performance throughout the year, if they deem necessary to ensure compliance with the program and organization.

Continuing Education

Staff are offered the opportunity to receive continuing education support through our programs.

- We offer support for Commercial Driver's License (CDL) Class A training (See Crime Prevention Program Policies and Procedures) and Child Development Associates (CDA) training and observations (go to direct supervisor to sign up).
- The TEACH Scholarship is available for individuals seeking to receive Associates, Bachelors, or Masters in Early Childhood Education or Education related degrees through the Indiana Chapter of NAEYC (<https://inaeyc.org/programs/teach/>).
- We also encourage staff to visit the Central Indiana Community Foundation (CICF) website to search for more scholarship opportunities (<https://www.cicf.org/scholarships/>).
- Education Reimbursement and Tuition Assistance (See Appendices)

Staff Orientation

Anyone working as an employee or volunteer must attend staff orientation. Staff orientation will introduce and give the expectation to the new employees of the organization and program. New staff working with children and youth must receive an initial orientation to the organization and have completed their required documentation and training before working with children and youth by themselves. Employees under the age of 18 must be supervised and cannot be alone with the children.

The Compliance Officer and orientation staff will verbally explain the process and procedures of day-to-day job roles and responsibilities. They will provide a checklist of the required information that each new staff member must know before starting their position. If they work with children and youth, new staff members will be given classroom roster and center roster, emergency contact information for children and families, an allergy list, and a variety of information regarding the wellbeing of our families and children through Brightwheel.

If you are not working with children, your immediate supervisor will give you additional information surrounding requirements and of the programs and resources to update your knowledge as an employee of Judah Ministries.

Attendance s Scheduling Policies

All employees are essential to fulfilling our mission. Judah Ministries 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 supervisor 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/ nonconsecutive shifts within a 6-month time will be subject to disciplinary action, up to and including termination. (See Unacceptable Job Performance)

Commitment

Judah Ministries assigns specific job responsibilities to staff to work with our children, families, and community members daily. Therefore, Judah Ministries encourage consistency in job performance and attendance. This is especially important when working with children in classroom settings as staying with the same educational staff for a nine-month period helps to build trusting relationships and reduce nonproductive behaviors.

- See Employee Benefits for Vacation Time Request

If you are a part-time employee or a full-time employee that has not been with Judah Ministries for more than 24 months and need time off, please contact the immediate supervisor and/or executive director to submit a request. All time off must be submitted 2 weeks in advance. If an employee is sick or has family circumstances, the employee must contact the supervisor and/or executive director as soon as possible.

Compensatory Time

Judah Ministries employees must receive approval from direct supervisor and/ or executive director before working overtime. Overtime is calculated only upon hours worked and is considered for full-time employee hours (over 40 hours a week). Holiday 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 authorized to accumulate comp time. Comp time must be pre-approved and submitted to the executive director for each pay period in which the comp time is worked.

Clock-In and Clock Out

All hourly employees are required to clock-in and clock-out by the electronic timeclock/fingerprint system. If an employee misses a clock-in or clock-out they must contact their supervisor to address this concern immediately. Employees must clock-in and clock-out at their designated time, unless they are told to do so prior by their supervisor or the executive director. All hourly employees are expected to adhere to their designated work schedule. Any variation to the work schedule needs to be approved by their supervisor in advance. Failure to comply may result in a written statement in the employees' files as stated in the Unacceptable Job Performance Policy.

Work Breaks

On site employees who work 6 hours or more a day must take a 1 hour unpaid break and employees who work 5 hours or less in a day must take a 30-minute break. Breaks especially with employees working with youth, families, and community members are essential for their physical and mental health. These breaks are automatically deducted out the paycheck. If an employee needs to work through the break period, the supervisor must be notified, and it must be approved to receive compensation for time worked. Employees needing a 15-minute break throughout the day can contact their supervisor to receive approval for the timeframe. If an emergency break is requested, the employee must consult an administrator before taking it.

Teacher's Preparation Time (Pride Academy, PAK, s Pride Ignite)

Teachers and teachers' 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 meetings 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.

Change in Schedule

If an employee needs a schedule change, they must receive approval from both their immediate supervisor and executive director. Schedule changes include but are not limited to:

- Shifts/ time periods of work.
- From full-time to part-time or part-time to full-time
- Remote to in-person or in-person to remote

Inquiry of changes of schedule must be submitted no less than 30 days and in writing either via email or letter. Submission of inquiry does not guarantee approval.

Voluntary Resignation

Staff should submit a letter of resignation to their immediate supervisor and carbon copy the executive director when resigning from a position. Judah Ministries requests at least two weeks' notice from full-time and part-time staff if resigning. This will ensure an appropriate replacement can be hired and effectively trained.

Payroll

Paychecks are distributed on Friday bi-weekly through direct deposit. A payroll schedule is provided each year to all staff. Contact the immediate supervisor or accounting staff to receive a copy of the schedule.

Please note: Paystubs 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. Staff may also have access to their paystub, tax forms, timecards, and to review and request time off via the iSolved app and website. (iSolved access will be given during onboarding process).



Employee Benefits

Paid Vacation

Paid Vacation are for full-time employees who have been with Judah Ministries for at least 12 months/ 1 year. Below is the breakdown of the paid vacation time based upon how long an employee has been with the organization:

- 12 months (1 year): Zero
- 2-4 years: 5 days/ 1 Week
- 5-9 years: 10 days/ 2 weeks
- 10-15 years: 15 days/ 3 weeks
- 16+ years: 20 days/ 4 weeks

Paid vacation does not roll over or accumulate to the following year unless given consent by the executive director only. All vacation time must be submitted at least 2 weeks in advance for approval.

Medical, Dental, and Vision Health Care Plans

Judah Ministries offers employees and their families medical, dental, and vision health care coverage. Employees during the onboarding process will receive a package with insurance information and an option to opt-in or opt-out of the plans. Current staff will renew their information annually before the beginning of the new year. The compliance officer will provide the provider's representatives' information, application, and breakdown cost of the plans.

401(K) Retirement Plan

Judah Ministries believes in saving for retirement and encourages each employee to participate in the Judah Ministries 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 will match 100% of the first 4% of your deferred compensation. This means that if you commit 4% of your pay to your 401(K), Judah Ministries Inc will add an additional 4% to your account.
- If you defer another 2% for a total of 6% Judah Ministries will match another 1% of your compensation. So, if you defer 6% of your pay to your 401(K)-retirement plan, Judah Ministries Inc will match a total of 5%.

If an employee is terminated from Judah Ministries and keeps their 401(k) plan, they are responsible for the \$4.00 maintenance fee per month. To connect with the financial advisor over the plan, contact the compliance officer or CFO.

50% Child Care Coverage

As an employee of Judah Ministries, if you have a child under the age of 13 years old and they attend our Pride Academy or PAK Enrichment Camps, you qualify to receive 50% off of childcare based on CCDF rates. All employees (full-time or part-time) qualify for this benefit. Contact your director or supervisor to set up this opportunity.

Organizational and Program Opportunities

College Choice Advisor 526 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. This is why Judah Ministries gives employees the option to put funds towards a College

Choice Advisor is a 529 college savings plan. This plan is 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. Employees who enroll for this opportunity will have a portion of their paycheck to go towards this plan. To enroll in the College Choice Advisor 529 Savings Plan, speak to the CFO or the compliance officer.

Mental Health Services

Judah Ministries understands the importance of maintaining emotional and mental health. The programs below are resources offered in the community to help employees to process their mental health and their environment to ensure a better quality of life.

- Indiana Youth Institute (IYI) Youth Worker Well-Being Project is a collaborative statewide effort to address individual youth worker well-being, workplace conditions, and root causes of stress in the sector to promote meaningful change in youth workers and invest in their well-being so they can provide the highest quality services for Indiana youth. This program provides:
 - Telemedicine & Virtual Mental Health Services
 - Peer Support Group
 - Grant Opportunities
 - Emerging Leaders of Colors Fellowship
 - Innovative Benefits Webinar Series

<https://iyi.org/youth-worker-well-being-project/>

- Rest Black Man Rest is an organization that is a mental help support, rest crafts healing journey's for black men. With a goal to find solace, encouragement, and strength, rest ushers, Rest ushers Black Men to embark on their journey of emotional healing. They provide:
 - B.R.A.V.E. a monthly community group
 - Masks Off Black
 - Sankofa Sojourn

<https://www.restblackmanrest.com/>

- La Plaza: La Plaza es la organización latina sin fines de lucro más antigua en el centro de Indiana, establecida en 1971 como El Centro Hispano. El centro se estableció para atender las necesidades de la creciente comunidad hispana en el centro de Indiana. Como enlace confiable entre los Latinos y la comunidad de Indiana Central, La Plaza se enorgullece de ofrecer programas educativos , apoyo al desarrollo de la fuerza laboral y el acceso a la asistencia de salud y servicios sociales para los más de 3,000 niños latinos y sus familias, cada año.
 - VOCA
 - Tu Futuro
 - Verano de Descubrimiento
 - El Instituto de Liderazgo para Jóvenes Latinos (LILY por sus siglas en inglés)
 - Fondo de Becas de La Plaza
 - Acceso a la Salud y Servicios Sociales
- Coalición Latina Contra la Violencia Doméstica: Grupo de apoyo sobre la violencia doméstica cada miércoles en español—llame para mas información. Ruby Fleming, Directora
 - 300 E. Fall Creek Parkway North Dr, Ste 200 Indianapolis, IN
 - Tel: 317-926-4673
- National 24 hr Crisis Line: 988
- Be Well 24 hr Crisis Line: (866) 211-9966
- Clinician Led Community Response Team (CLCR) (No police response)
 - Call 911 and say Mental Health ask for CLCR
 - 24/7 Downtown and East Side
- Mobile Crisis Assistance Team (MCAT) (Police and Therapist Response)
 - Call 911 and say Mental Health ask for MCAT
 - Monday to Friday 9am to 6 pm

Staff Giving

Judah Ministries' staff have the option to become a donor and give back to the organization. Employees can sign up to give annually, monthly, bi-weekly or one-time out of their paycheck. Employees can sign a "Staff Ask Form" and opt into how much they would like to give or the can give on SecureGive by going to the Judah Ministries' website and clicking the donate button (<https://app.securegive.com/judahministries/main/donate/category>). Judah Ministries is a 501 c 3 tax exempt organization and employees can file their donations to Judah Ministries in their annual taxes. See the grants manager or executive director for more information and to sign up.

Conferences

Judah Ministries will offer staff the chance to attend conferences throughout the year based on their role and the type of conferences that are available. Some of the conferences that have been attended in the past are NAEYC Annual Conference, IYI KIDS Count Conference, INAEYC Conference. For more information about attending conferences or inquiring about certain conferences reach out to your direct supervisor or the executive director.

Program Assistance

Employees are welcome to programming opportunities that we provide at Judah Ministries. If an employee needs guidance through our Crime Prevention, Community Outreach, and PrideTown Housing Program, please contact Alisia Jackson. Resources include but are not limited to the following:

- Justice System support (examples: child support, expungements, evictions)
- Financial Literacy (examples: Financial Awareness Workshops, homeownership assistance)
- Community Resources (example: Food pantry needs, bus passes)

Code of Conduct

Anti-Lobbying Policy

Judah Ministries fully supports federal restrictions on lobbying using federal funds. As a recipient of federal funds, Judah Ministries and our employees are not allowed to use said federal funding to lobby federal, state, or local officials or their staff to receive additional funding or influence legislation. As a general matter, these lobbying restrictions preclude us from:

- Spending federal funds to influence an officer or employee of any agency or Congressional member/staff regarding federal awards.
- Failing to submit required certification and disclosure forms.
- Using grants funds to influence an election, contribute to a partisan organization, or influence enactment or modification of any pending federal or state legislation.
- Expending federal funds to influence federal, state, or local officials or legislation.

For more information on the Anti-Lobbying Act visit <https://www.energy.gov/gc/anti-lobbying-faca-handout>

Conflict of Interest Policy

A “Conflict of Interest” arises when a person in a position of authority in an organization, such as a director, officer, expert volunteer or key staff member, may benefit personally from a decision he or she could make. Judah Ministries leadership and employees must disclose any conflict of interest to the Director in charge to make sure a disclosure form is

completed and to make sure the conflict will not interfere with the employee's and volunteer's work.

Outside Caregiving

Staff members are prohibited from watching children outside of Judah Ministries programming. This includes, but is not limited to the following:

- Babysitting
- Sleepovers
- Watching children at staff's homes or children's homes, or public places.

Exceptions for this policy is if:

- Staff and child's family have a relationship that predated the staff member's employment of child's enrollment
- Staff and child's family are related

The reason for this policy is to reduce risks of accidents and confrontations outside and inside of the work environment. Judah Ministries is NOT liable for occurrences outside of the program. Failure to comply with policy will result in written notifications as stated in Unacceptable Job Performance policy.

Child Abuse and Neglect

All Judah Ministries employees working with children and youth are mandated reporters. Suspected cases of child abuse or neglect must be reported to the immediate supervisor or executive director and to the Indiana Child Abuse and Neglect Hotline. The supervising staff will discuss and complete a report to the executive director and contact Child Protective Services (CPS).

Indiana law IC 31-33-5 and IC 12-17.2-3.5 requires 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 Judah Ministries programs specifically Pride Academy, PAK Enrichment, or Pride Ignite 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.

Supervision of Children and Youth Policy

Judah Ministries is responsible for children and youth participants during the time of programming. Employees must keep close supervision on all children and youth in their care. This includes outdoor activities/ playground, field trips, emergency drills, and additional programming events. Hourly attendance counts and daily roll calls are important to the health and safety of the children and youth. During children's nap times, employees not on break must be alert and supervising the children (we encourage during this time that employees prep for the rest of the day and week). Employees who need to leave early to handle emergencies and/or take a break early to rest/sleep, must contact

their supervisor who will provide coverage and employee must clock out. Failure to comply with this policy will result in a verbal/ written notification and potential suspension as stated in the Unacceptable Job Performance Policy.

Personal Belongings and Hazardous Items

Judah Ministries requires that when working with children and youth in the classroom or onsite, personal belongings be placed in a locked closet, lockers, or in areas out of reach of children. Personal belongings include, but are not limited to coats, hats, bags, and purses. Likewise, employees are required to place harmful items such as cleaners, mop buckets with water, or additional hazardous chemical items away from the reach of children and youth. This is to prevent poisoning, drowning, or an incident from occurring. Failure to comply will result in a verbal/ written notification and potential suspension as stated in the Unacceptable Job Performance Policy.

Work Environment Communication

Open communication between staff, volunteers, families, and participants is crucial for the sake of a beneficial organization and program. For all involved, it is important that all conflicts be addressed and resolved as they arise. Supervisors and leadership will support the efforts of conflict resolution and provide helpful solutions. All employees are expected to function harmoniously and respectfully with one another and seek guidance from an immediate supervisor or with the executive direct if conflict resolution is needed.

Drug-Free Workplace Policy

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 property (including parking areas), during working hours or during programming, events, 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 the compliance officer and placed in their employee file. It may be necessary to change an employee's assignment while the employee is undergoing treatment.

Anti- Sexual Harassment Policy

Judah Ministries does not tolerate sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an employee's placement; or
- Submission to or rejection of such conduct by an employee is used as the basis for employee placement; or

- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive work environment.

If an employee feels harassed or offended by another staff member, a supervisory or management person, a customer/patron, or any other person whom she/he encounters during work, whether the opposite sex or same sex, and does not want to deal with the problem directly, the employee should contact his/her supervisor, or the executive director.

Confidentiality

Due to the sensitive nature of information that Judah Ministries receives from our participants and their families; it is imperative that employees keep information confidential. Any information about our participants or their families is ONLY shared if information is pertinent to employees’ work or participants’ and families’ well-being. The content of each participant’s health and safety file is confidential but is immediately available upon request to: supervisors, administrators, and immediate employees who have consent from the participant and/or parent/ legal guardian to access the records. Regulatory authorities must present a subpoena from a judge to request confidential information regarding participants. Employees must be extremely sensitive about discussing participants’ and their families’ information in public places (parking lots, hallways, etc.), text messages, emails, or social media sites.

Questions regarding confidentiality or the Code of Conduct Policies can be discussed by an immediate supervisor or executive director. Protection of the interests of each participant and their family is vital in maintaining a standard of professionalism and privacy.

Guidance Policy

Unacceptable Job Performance

Judah Ministries uses corrective action for unacceptable job performance. The following are the steps that are utilized during staff corrective actions:

- **1st Time Offense- Verbal Warning:** If an employee’s job performance is not meeting Judah Ministries’ policies and procedures, or if an employee is in violation of any policy stated in this handbook, they will be informed of the problem and possible penalties if performance does not improve.
 - Please note: In certain cases, a verbal warning may include a 1-day suspension depending on the circumstances. If the action was negligent causing harm or damage to others or property this warning will turn into a written performance notice and a suspension. This decision will be made by the direct supervisor or executive director.
- **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 participant or other staff. Two-day suspension will be administered.

- **3rd Time Offense-Performance Notice/Termination:** Termination may result when using corrective actions steps have not produced satisfactory and acceptable performance. Written performances and Termination will be at the discretion of the immediate supervisor and/or executive director. Judah Ministries acknowledges that it complies with federal and state laws.

Children s Youth Program Policies and Procedures

Pride Academy, PAK Enrichment Camp, and Pride Ignite programs must adhere to the policies and procedures below to ensure Indiana Family Social Services Administration (FSSA) Office of Early Childhood and Out of School Learning (OECOSL) policies are followed and performed. Employees working with youth are required to implement these guidelines as they affect the quality of work and the licensing and accreditation to operate.

Children and Youth: Health and Safety Policies

Medication Authorization

Staff may dispense medication with a prescription label only. Staff administering medication will be trained in Medication Administration. 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/ guardian must complete and sign a Medication Release form 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/administrator when on field trips or kept in the office when on site. It is the staff's 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 childcare, an adult trained in the procedure must be onsite whenever the child is present. Parents/ guardians will be responsible for providing this person. Judah Ministries and its programs will not be responsible for providing this service.



Sun Safety

It is important for children and youth to be outside for their physical, social, cognitive, and emotional developmental needs. It is also important that participants and staff enjoy the sun safely outdoors. Judah Ministries will provide a safer environment for our participants and staff by reducing ultraviolet (UV) radiation exposure from the sun during outdoor activities. By adopting this policy, Judah Ministries 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. Everyone will work together to achieve a sun safe environment through the following activities:

1. Communication
 - a. Families will be informed about the importance of, and strategies for, preventing skin cancer.
 - b. Communication will include Brightwheel to remind and report of sun safety and prevention measures through SMS text, newsletters, and messages.
 - c. Parent Handbooks will also outline this policy.
2. Planning of outdoor activities

- a. Activities will be planned as much as possible around the peak UV radiation periods (11a.m. to 3 p.m., April through September).
 - b. Activities will be held in the shade where possible and breaks from the sun will be built into outdoor activities.
3. Shade
 - a. All attempts will be made to plan activities in the shade when the sun and temperatures are high.
 - b. Judah Ministries will provide sufficient shade in their outdoor space. This shade may be from the playground tents, shelters, or natural environments (trees, shrubbery)
4. Hats and protective clothing
 - a. When outside if it is sunny and/or hot weather, families will be requested to bring hats and protective clothing to protect from harmful UV rays.
 - b. 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. Tightly woven, loose clothing that covers as much of the skin as possible.
5. Sunscreen and lip balm:
 - a. Parents/ guardians are required to provide permission for staff to apply sunscreen and to provide the sunscreen that is water resistant, with broad spectrum protection, and an SPF of 30 or higher their child/ youth.
 - b. 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.
6. Infant sun protection
 - a. Infants under 12 months should not be exposed to direct sunlight and will remain in full shade when outside and are required to wear sun-safe hats and clothing.
 - b. Sunscreen will not be applied to children under 6 months of age
7. Increasing awareness with children
 - a. All participants (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices.
8. Judah Ministries supports sun protection for its staff to reduce UV radiation exposure through a comprehensive approach to sun protection in this policy. Staff should abide by this policy for their own protection as well.

Sick Child

If participants becomes sick at site or during programming, staff will contact the parent/guardian to pick the child up. Families must pick up their child within 1 hour from initial contact by either phone call or Brightwheel response. The participants will be given a cot or an area to rest and comforted by staff. If the participants 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 24 hours and until symptoms subside.

Documentation of Accidents and 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, Judah Ministries 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 staff member on site who is trained in First Aid/CPR/AED. If an accident/injury does occur during program hours, complete the Accident/Incident Report form:

- Accidents/ Incidents Report form must be submitted to the 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.

Nutrition

In support of a healthy environment for all children and youth, nutritious meals are served morning, afternoon, with an AM and PM snack. The meals will be based on the Child and Adult Care Food Program CACFP (See CACFP section). A monthly calendar is posted on the Parent Board.

Documentation of Allergies

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

Restroom Usage

Judah Ministries' youth programs follow specific practices on restroom supervision. The following recommendations can provide a foundation for those discussions:

- The staff always accompanies children and youth 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 must ensure that all children and youth wash their hands after each restroom break. (Handwashing policies are available at each sinks in and outside the restrooms).
- Staff and adults should only use the adult restrooms and not use the youth's restrooms.

Diapering Policy

It is the parent's/ guardian's responsibility to provide diapers and wipes for infants and toddlers. It is also the parent's/guardian's responsibility to check periodically to see if or when the child needs more diapers and wipes. Teachers will give notice through Brightwheel when children are running low on diapering items. Each child has his or her own clearly labeled diaper bin, in the infant/toddler room. 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. The following is the process of changing soiled diapers:

1. Staff will ensure the changing table is cleaned, disinfected, and sanitized and then dry before use.
2. Staff will wash their hands (Using Handwashing Procedures located in the classroom) and place gloves on their hands.
3. Staff will place protective wax/ parchment paper over changing table.
4. Staff will retrieve the child's diaper and wipes from their bin and then retrieve the child and place them on the changing table.
5. After the child has been changed, staff will discard the soiled diaper, wipes, and protective bin.
6. Staff will sanitize the changing table.
7. Staff will help child to wash their hands and then staff will dispose of gloves (as shown on Universal Precaution training) and then wash their hands.
8. This procedure continues with any infant/ toddler being changed. After the last diaper change, staff must clean, disinfect, and sanitize the area.

Toilet Training

Pride Academy's toddler (primarily 2-year-olds) classrooms are excited to help in the process of potty training if the family are co-participating in the process. 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/ guardians will be required to supply pull-ups, wipes, and underwear. 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 pullups. Communication between the family and Pride Academy is imperative for a successful transition from diapers to toilets.

Children and Youth: Emergency Policies and Procedures

Evacuation and Drills

At each Judah Ministries program location and in each room, there are maps of emergency exits and information on emergency policies.

- Fire Drills are done monthly at random by the director of the site who will time the evacuation and record the necessary information.
- Tornadoes drills are done monthly during tornado season. Directors will randomly choose a day and time to record the drill.
- Additional drills will be highlighted during the orientation process and meetings.

Prevention of Missing Child

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

Missing Child Procedures

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

- At least one staff member needs to remain with the group, while the remaining staff quickly conducts a thorough search of the grounds and building, including closets, under/in playground equipment, bathrooms, parking lot, classrooms, etc.
- The staff members with the group can ask the participants if they know where the missing participant is but make sure this is done tactfully and without causing panic.
- If it is determined that the participant 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 participant
 - 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, staff 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. Staff 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 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 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 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.

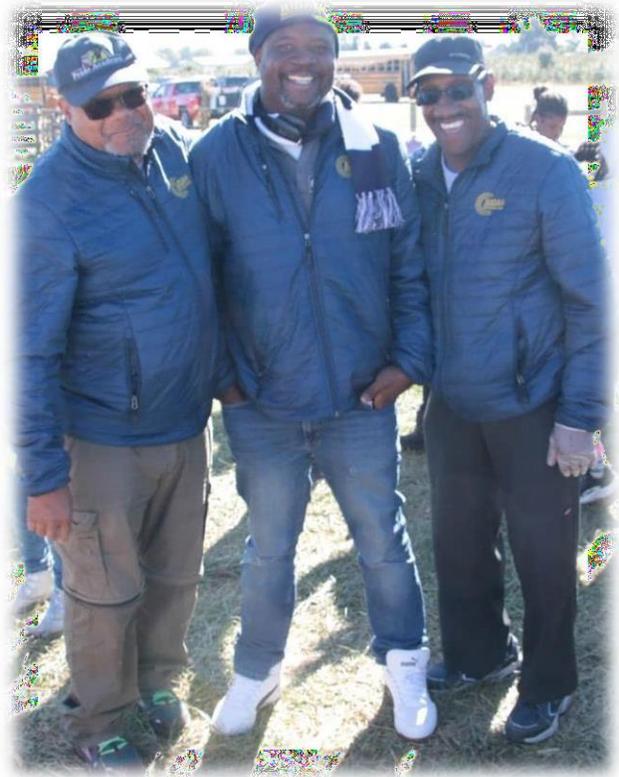
Chemical Hazard Communication

Judah Ministries 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.

Children and Youth: Arrival and Departure Policies

Arrival

Staff members are expected to greet each family member and participants upon their arrival into the program. Families must sign-in at the Kiosk and in the sign-in book. All families must be in the building no later than 9:00am EST. If a family is running late, they must call the office or have an appointment statement for the child/ youth to enter the program. Office staff and directors will help with this process. Upon entry, every participant must wash their hands and place any clothing items such as hats, jackets, coats, scarves, etc. in designated lockers or cubbies spaces. No outside food, drinks or toys are permitted in any Judah Ministries' buildings.



Departure

At the end of each day, only those who are on the participant's authorized pick-up list will be allowed to pick up the participant from the program. A current government issued state ID or government issued passport is required until faces become familiar to staff. All authorized individuals must be 18 years old or older.

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 participant 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 the site/ program, staff will document the license plate number and contact the police department.

Late Pick-Up

Parents/ Guardians are only allowed 9.5 hours throughout the day to keep the participants in Judah Ministries' programming. If the participant is still in the care of 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 participant. If the participant is still at site after 2 hours, staff

will call the local police and child protective services. Parent/guardian will be charged additional fees for late pick up and possibly removed from the program.

Transportation

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

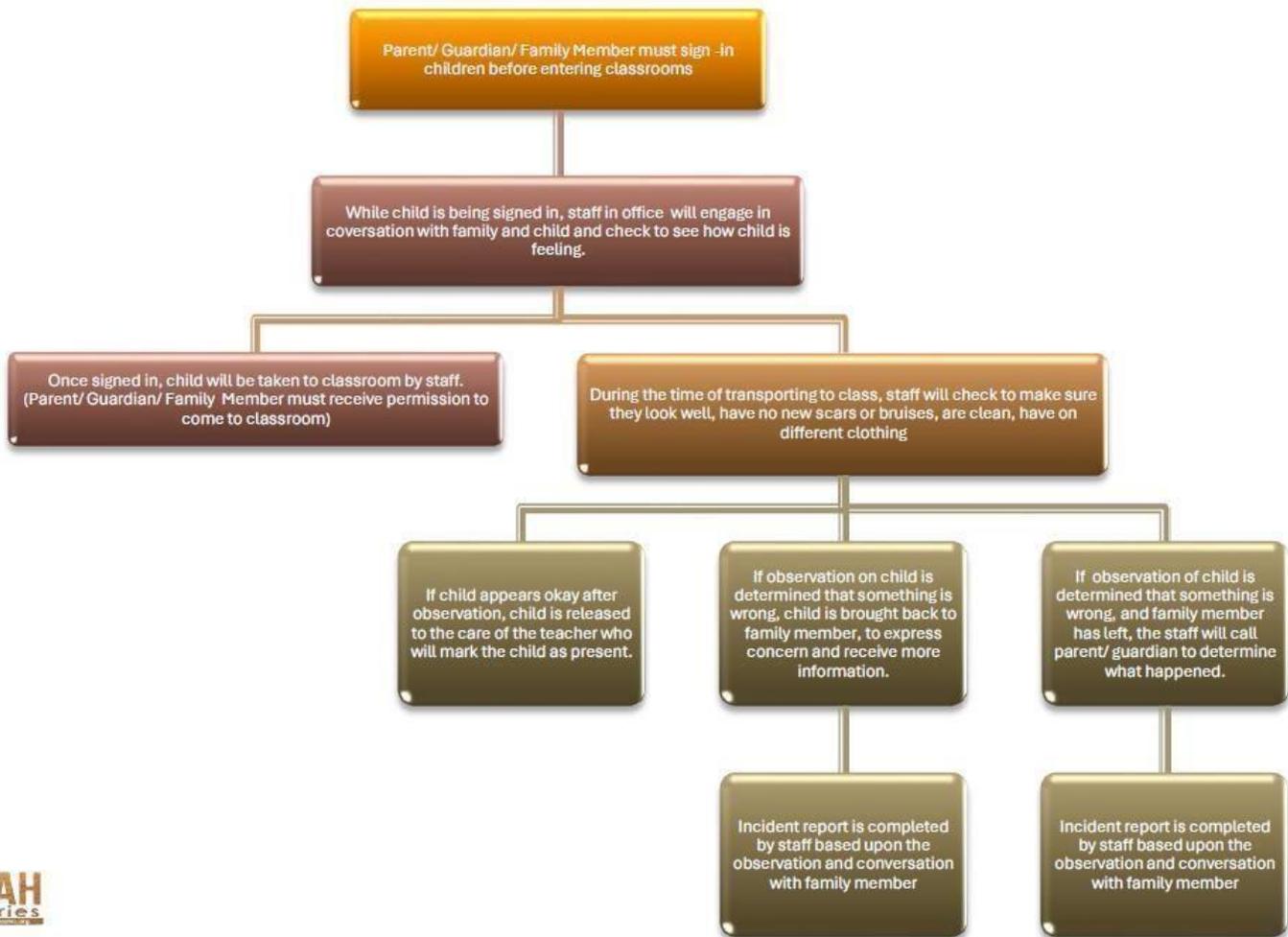


Child Checks

Judah Ministries is requesting that all staff who work in youth programming adhere to the following procedures. Please Note: certain procedures may not apply due to participant's age.

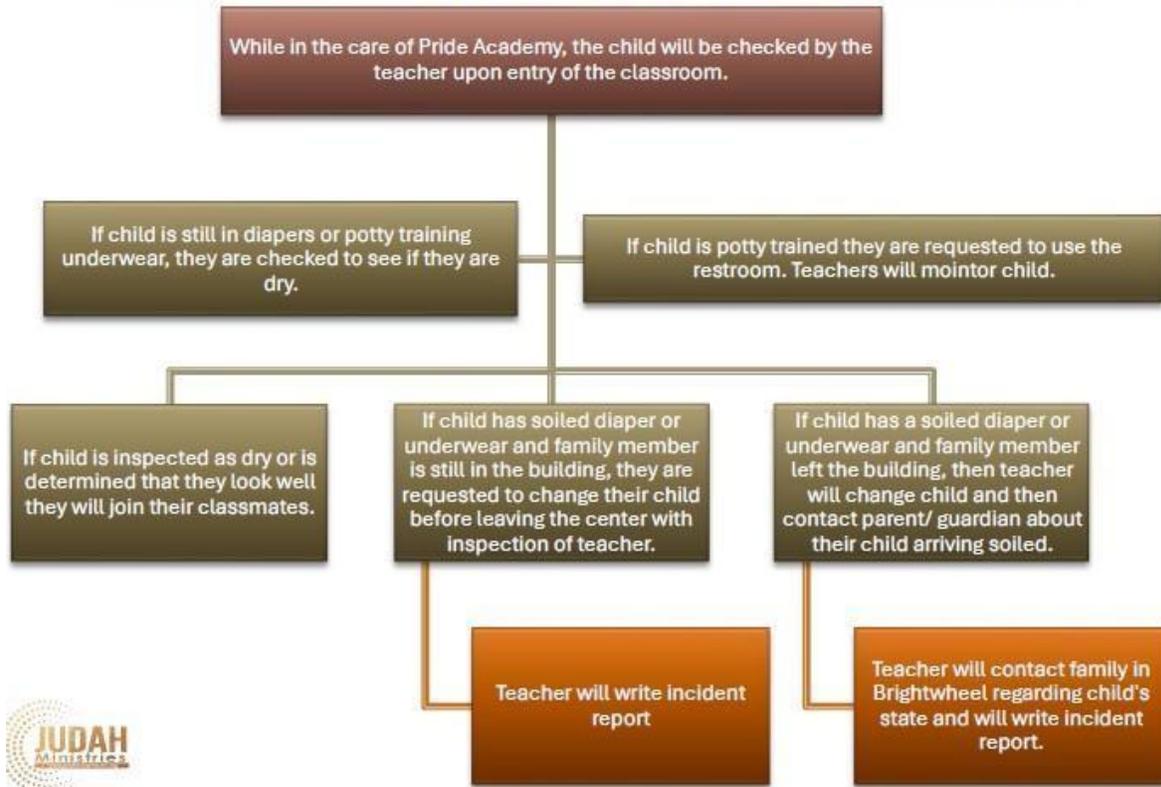
Child Check-In Procedures

Judah Ministries dba Pride Academy follows these plans of actions during arrival of children in our care.



Stay Checks Procedures

Judah Ministries dba Pride Academy follows these plans of actions during the stay of the children in our care.



Check Out Procedures

Judah Ministries dba Pride Academy follows these plans of actions during the departure of children in our care.



Children and Youth: Behavior and Guidance Strategies

Discipline

Judah Ministries 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 member is caught or reported using any of the prohibited discipline tactics, the staff will be reviewed through the Guidance Policy and Terminated. (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 and youth. To do this, we must work together to develop the best plan for each participant.

1. Staff will redirect the participant and discuss the appropriate behavior.
2. Staff will emulate appropriate behavior to child or youth so that the participants can mimic behavior.
3. Child or youth 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 participant.
4. If behavior persists, the participant will be given to the director or administrative staff to make a call to parent/ guardian.
5. After the phone call to the parent/guardian, if the behavior continues the parent/guardian will be asked to pick up the participant 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 participant and family to utilize in the facility and at home. Staff will update the parent/guardian on changes because of the behavior plan.
6. If behavior continues, the director will determine if the participant will be suspended or expelled.

Differing Circumstances and Needs

Judah Ministries' programs welcomes families and children/ youth who have circumstances and needs that require directed attention. To best serve families, they must inform the administrative staff and fill out a form describing the circumstance/need. If the teacher/ staff suspects that a child has a developmental delay or other 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 and direct them to supportive resources. The

program will give families a timeline of when contact needs to be made with the resources provided or with a provider that the family has in place. Failure to reach out to resources will result in removing the family from care until resources are contacted. 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.

Supportive Care and Open Environment Policy

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

- **First Steps of Indiana:** Families with children ages birth to third birthday who are experiencing developmental delays and/or have a diagnosed condition that has a high probability of resulting in developmental delay may be eligible for First Steps services. <https://www.in.gov/fssa/firststeps/>
- **Indiana Disability Resource FINDER:** FINDER is a free comprehensive online tool specifically designed to connect people with disabilities, family members, and professionals with disability-related programs, services, equipment and advocates. It supports local communities anywhere in Indiana. <https://www.awsfoundation.org/community-resources/finder/>
- **Brighter Futures Indiana:** Brighter Futures Indiana offers information to empower families, like yours, in their search for the highest-quality learning experiences for their children. <https://brighterfuturesindiana.org/parents>
- **Cummins Behavioral Health Systems, Inc:** Cummins' Youth and Family Resiliency Services serve children and adolescents, ages 5-18, with serious emotional disturbances in the context of the family system. Additionally, some school-based services serve pre-school aged youth (2-5) and their families. <https://www.cumminsbhs.org/services/youth-family-services/>

Family s Community Partnerships

Family 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 address parents/ guardians:

- Address parent/ guardian by their name.
- Never talk about concerns about a child/ youth in front of any other participants.
- When discussing a concern about their child, state at least two positive things about their child. Do not just focus on the negative aspects
- Do not use other participant's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know". Instead say "Let me follow up with you, by (a certain date/ time)" then find out the answer and get back to the parent/guardian.
- Conversations should be brief. Inform the parent/guardian that they can schedule a conference with you on a certain date to discuss the situation further.

Handling Family Complaints

- Listen carefully. Many times, a person just needs an opportunity to vent their feelings and feel like they have 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 family would like to have made.
- State what you can do to resolve the problem.
- Follow through with the plan.
- If you are unsure how to resolve the complaint, refer the parent/ guardian to the director or executive director.



Adult s Community Programming Policies and Procedures

Community Outreach, Crime Prevention, and PrideTown Housing Programs must abide by these policies and procedures due to the State of Indiana and foundational funding support. Employees under these programs must implement these policies and procedures to ensure the quality of the program meets the guidelines that have been articulated to funding and state entities.

Crime Prevention Program Policies and Procedures

The Crime Prevention program is funded through grants which has strict guidelines on how funding should be implemented. The information below ensure that Judah Ministries' programs are meeting performance measures, goals, and objectives for the organization and funding entities.

Intake Process

Case Managers and participants will work together to build a client-based intake process.

- Participants will go on the Judah Ministries' website to fill out an inquiry form and then a case manager will reach out the participant within 1 to 3 business days.
- Case Manager will call or meet with participants to fill out the Google Form Intake Form. The Intake Form MUST be confidential and is only shared with Judah Ministries Employees who are Editors in the Google Form.
- All fields that have a red asterisk must be completed.
- Once the intake form is completed, the case manager will provide a list of essential resources or organizations that have these resources and they will also set up a time to go over goals for the participant.

Goal Implementation

Case Managers are to use a goal implementation form with each participant to go over short-term, medium-term, and long-term goals. Goals will depend on the needs of the participant. Duration of the goal will also be determined by the need and should be updated each time a goal has been completed. Case managers will be in communication with the participant to see if this form needs to be modified.

Completion Forms

Participants for each activity/ initiative will have to complete a completion form once they complete their training, event, and/or activity. Case managers will help participants access this form on Google Forms. The title of the form will state which one they should fill out. Red asterisks are by questions that must be filled out. All information will go to the editors of the Google Forms.

End of Program Form

Case Managers must provide participants with an End of Program Form on Google Forms. The end of program form is different from the completion form as it is more detailed about the overall outcome of the participant instead of just one aspect. Before the participant leaves the program, they must have this information completed. All information is confidential and will go to the editors of the form.

Community Outreach and PrideTown Housing Development

Volunteers

The Community Outreach program is strictly volunteer based. All volunteers will receive a volunteer policy booklet with information on Judah Ministries and our expectations of our volunteers. The executive director, program managers, and coordinators will have this book available.

Food Pantry Policy

- Anyone wanting to receive food from the food pantry must come to Pride West 1 (See location for address) at the designated time and place their name on the list.
- They will receive a number, or their name will be called to receive a box of food.
- The food pantry is a pre-filled box food pantry, meaning that the volunteers will fill a box with all the items and community members will receive these items.
- Volunteers will share with all community members receiving a box that the items have no preservatives and are organic and they must eat them on the day or place them in a freezer or refrigerated state.
- All volunteers will get to the food pantry at least 30 minutes prior to opening to sort the food, place the food in boxes, and to organize the area.
- All names that received boxes are confidential and maintained in the hands of the Food Pantry Coordinator.

Bus Passes

The IndyGo Foundation provides bus passes to Judah Ministries. If a community member or participant has need for a pass, a staff member or volunteer must place them on a demographic log and provide them with a pass. A breakdown on how passes are distributed are available at Pride West 1 in the office.

Monthly Community Gatherings

Judah Ministries is passionate about encouraging our participants, community members, and partners to come together and share resources and connections within the community. We understand that the people we serve have a need for a positive outlet to receive information and share their story. Each month, participants in our Crime Prevention and Community Outreach programs connect at a local spot to listen to speakers and to building partnerships among each other. Staff who work with participants will have a calendar of

events and reminders to give to these individuals. At the end of each Monthly Community Gathering, a QR Code and link with the Google Form

Giveaway Events

Judah Ministries' Giveaway events are promoted on all Judah Ministries' social media platforms, website, email, text messages, and phone calls. Community members, participants, and staff that would like to be involved must reach out to the executive director, program manager, directors, or a case manager to be placed on a list. Staff may also volunteer during these events and can contact the executive director to be placed on the volunteer list.

Financial Awareness Workshops (FAW)

As a part of the Financial Literacy piece of the PrideTown Housing Development Program, we provide FAW throughout the year. Typically, FAW is provided quarterly with guest speakers from financial institutions, estate planning attorneys, realtors, financial advisors, business owners, and community professionals. At the end of each FAW event, participants are to fill out a Google Form with vital information surrounding the event and their needs. A QR Code or link that states Financial Awareness Workshop will be provided to participants before the event ends. All information from the survey are confidential and will be used for the purpose of quality assurance for Judah Ministries' programs. Staff can volunteer or be a participant of the FAW. To sign up for FAW, the executive director, case managers, and program managers will place participants on the list.



State and Federal Government Programs

The programs in this section come from the State of Indiana and Federal Government. These are funding programs that provide operational support to Judah Ministries. Employees are expected to follow the procedures and policies outlined in this section.

Child Care Development Fund (CCDF) Program

The Child Care and Development Fund (CCDF) is a federal program that helps low-income families pay for childcare so parents can work, go to school, or attend training. This program also makes childcare more available, affordable, and improves quality for families. In Indiana, the CCDF program is administered by the Office of Early Childhood and Out-of-School Learning, part of the Family and Social Services Administration.

Eligibility

To be eligible for CCDF vouchers in Indiana, a family must meet the following criteria:

- Income: A family's gross monthly income before taxes and deductions must be at or below 150% of the federal poverty level.
- Residency: The family must be a resident of the county where they are applying.
- Child age: The child receiving care must be under 13 years old, or a child over 13 with documented special needs until their 19th birthday.
- Child citizenship: The child receiving assistance must be a U.S. citizen or qualified legal alien.
- Provider: The family must choose a CCDF-eligible provider.

Additional eligibility requirements include:

- Proof of identity for all family members
- A valid service need

Policy Requirements

Judah Ministries utilizes Brightwheel to track attendance of children and youth in the CCDF Program. Families must enter a code given by the Judah Ministries office to check-in and out of the program on the kiosk and sign in and out of program. (See Arrival and Departure Policies). CCDF requires providers to do the following:

- To understand that it is our responsibility to log on to the new provider portal through ILead and register with the payment vendor to receive electronic deposits for all voucher children. We must submit attendance and absences on a bi-weekly basis for all CCDF and OMWPK children in my care. Failure to do so will result in payments being put on hold until attendance is submitted.
- To understand that we will continue to be paid the full subsidy amount, even for a child's occasional absences, until they have reached their 40th absence (across all

providers that they attend) in an enrollment year. Notices will be sent out to both families and providers showing the absence totals prior to this time.

- To understand that once a child has reached their 40th absence the vouchers will be terminated immediately, and we will no longer be paid for that child.
- To understand it is our responsibility to report to the Eligibility Office within five (5) business days when a child is no longer enrolled in the program so they can be removed from our roster.
- To understand that our attendance submissions will be audited, and we are responsible for recording the actual attendances and absences of each voucher child in our care.
- We understand that childcare may only be reimbursed for CCDF or OMW children when the care is provided at the address listed on the voucher for the child receiving services.
- We understand that we may not be paid to provide care for our own child(ren), stepchild(ren) or child(ren) for whom we are the legal guardian or standing in loco parentis.
- We understand that we must report any suspected child abuse or neglect to the proper authority and understand that others have the responsibility of reporting suspected child abuse or neglect concerning our care of children.
- We understand if found in non-compliance of these policies or having committed an Intentional Program Violation (IPV) as determined by the State, we will be subject to repayment and/or ineligibility to receive voucher payments.

Additional information for CCDF can be found on the FSSA website:

<https://www.in.gov/fssa/carefinder/child-care-assistance/>

Co-Payment Responsibility

Co-Payments are based on the vouchers that the family receives for the child. 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. The charge may not be waived for a family and must be paid in accordance with CCDF policy.

On My Way Pre-K (OMWPK)

On My Way Pre-K awards vouchers to 4-year-olds from low-income families so they may have access to a high-quality pre-K program the year before they begin kindergarten. Families who are approved may use their voucher at any approved On My Way Pre-K program.

Eligibility

For each school year (August - June), a child from anywhere in Indiana is eligible for an On My Way Pre-K voucher if:

1. The child will be 4 years old by August 1 of the current year and plan to start kindergarten in the next school year.
2. The child must live in a household with an income below 150% of the federal poverty level. FPL information is available below.
3. Parents or guardians in the household must be working, going to school, attending job training or looking for a job.

If funding remains, there may be a limited number of vouchers available for children who will be 4 years old by August 1 of the current year, planning to start kindergarten the next school year if:

- The child lives in a household with incomes up to 185% of the federal poverty level. These children must also have:
 - A parent or guardian living in the household who is working, going to school, attending job training or looking for a job. OR
 - A parent/guardian who receives Social Security Disability Insurance or Supplemental Security Income (also known as SSDI or SSI) benefits.

Policy Requirements

OMWPK does have similar requirements to CCDF. However, OMWPK does require an additional policy of providers completing Kindergarten Readiness Indicator (KRI) that must be completed before the program ends in June. Providers will receive an agreement that they must sign before the beginning of the program. For more information regarding OMWPK go to: <https://www.in.gov/fssa/carefinder/on-my-way-pre-k/>

Child and Adult Care Food 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.

Staff for CACFP

To maintain the requirements and qualifications of CACFP, Judah Ministries' youth programs will have a CACFP Coordinator to maintain the integrity of the program for all 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.

Record Keeping for CACFP

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®

Quarterly Data Collection

We will do quarterly review of participants’ files who are enrolled in our program to ensure that we are following CACFP policies. Through the enrollment process families are asked required to fill out a CACFP application listing household, all income, and race/ethnicity. The quarterly reviews are to be found in the CACFP Binder located in the main office or kitchen.

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 based on 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 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 offices and kitchens of each Judah Ministries’ sites.

Voluntary Certification Program (VCP)

Unlicensed Registered Child Care Ministries who have entered 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.



Appendices

State Guidelines

Indiana Code (IC) 12-17.2 establishes the authority for the Indiana Family and Social Services Administration (FSSA), Office of Early Childhood and Out-of-School Learning (OECOSL), 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 OECOSL for the state.

State of Indiana 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 childcare program)



Education Reimbursement and Tuition Assistance

Policy Title	Education Reimbursement and Tuition Assistance
Effective Date	Enter date
Supersedes	Enter date
Approval	Signature of approver

Purpose

To encourage Judah Ministries employees to grow personally and professionally through advanced academic or professional education and to provide financial assistance or reimbursement for eligible tuition costs.

Scope

This policy applies to all employees working at Judah Ministries.

Policy Statement

Judah Ministries is committed to supporting the professional and personal growth of its employees by providing financial assistance for continued education. Through education reimbursement and tuition assistance, we invest in our team members to enhance their knowledge, skills, and abilities, ensuring they are well-equipped to contribute to the ministry's mission. By offering this benefit, Judah Ministries reinforces its dedication to lifelong learning, career advancement, and the overall success of its employees in their service to the community.

Education reimbursement and tuition assistance are provided in accordance with this policy and are subject to the availability of funds. The maximum amount an employee may receive per calendar year is \$5,250.00. Approval of education reimbursement and tuition assistance under this policy does not constitute an employment contract or guarantee of continued employment.

This policy supersedes any existing education, tuition, or similar reimbursement and assistance policies previously established within Judah Ministries. Departments and agencies must develop specific procedures for processing education reimbursement and tuition assistance requests. Any procedures adopted must align with and remain consistent with the guidelines and criteria outlined in this policy.

Definitions

Accredited: Official recognition or approval that the content, curriculum, faculty or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization.

Assistance: Payment to an approved college or university for eligible expenses submitted in accordance with this policy. List of approved colleges and universities, found under 'Partnerships' on Education Discounts and Partnership Page.

Distribution Date: Date on which Reimbursement or Assistance payment is received by the employee or participating institution.

Professional Organization: An association made up of members who are part of the same industry or career field.

Reimbursement: Payment to an employee for eligible expenses submitted in accordance with this policy.

Tuition: The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken.

Eligibility

Employees Eligible for Reimbursement and Assistance:

An employee who meets the following criteria is eligible for this program:

1. They have been employed full time continuously with the Judah Ministries for at least 12 months prior to their submission of an Education Reimbursement or Tuition Assistance Application;
2. They have not received a disciplinary action in the one year immediately preceding the date of initial approval for the course for which Reimbursement or Assistance is sought; and
3. They have not exhausted \$5,250.00 in the calendar year per the IRS regulations.

Courses Eligible for Reimbursement and Assistance:

Eligible courses include all core and elective courses required for the completion of a certificate, state licensure, associate's, bachelor's, master's, or doctoral degree program specifically in early childhood education or an education-related field. This applies to programs offered through, in, or associated with an accredited training or educational institution, school, or professional organization. Eligible coursework includes credit/no credit or pass/fail courses, refresher courses, or preparatory coursework for licensure or certification when required for the completion of the program, as well as courses taken as a non-degree-seeking student within the field of education.

Courses dropped after an official "drop/add" date are not eligible for Reimbursement or Assistance. No Reimbursement or Assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by Judah Ministries. No Reimbursement or Assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above (or an equivalent "pass" grade).

Costs Eligible for Reimbursement and Assistance:

Employees may receive up to \$5,250.00 per calendar year for Reimbursement and Assistance. Total Reimbursement and Assistance calculations are determined based on the Distribution Date.

Only Tuition costs are eligible for Reimbursement and Assistance. All other fees are ineligible for reimbursement and assistance.

Coordination with Other Educational Financial Aid Programs:

Employees seeking to further their academic or professional education are encouraged to complete the FAFSA®, as they may qualify for additional federal loans, grants, or scholarships. Receiving reimbursement or assistance under this policy does not prevent an employee from applying for federal financial aid.

Scholarship awards, grants, and other financial assistance (excluding student loans) that can be applied to tuition must be deducted from the total reimbursement or assistance amount requested before payment consideration, unless otherwise required by federal law or regulation. However, these funds may first be used toward non-eligible courses taken concurrently with eligible courses at the same institution before being deducted from the reimbursement or assistance request. Student loans do not need to be deducted from the requested amount.

Expenses such as company or employee association fees, membership dues, or licensure costs that are not reimbursable under this policy may be eligible for reimbursement through Judah Ministries' financial guidelines. However, the total annual amount an employee may receive for reimbursement, assistance, and other professional development cannot exceed \$5,250.00 unless an exception is approved by Judah Ministries' Board of Directors.

Responsibilities

Employees seeking Reimbursement or Assistance are responsible for:

- Pursuing either Reimbursement or Assistance, but not both, for each course the employee seeks coverage under this policy;
- Submitting a completed Education Reimbursement & Tuition Assistance Application Form to the Appointing Authority or Designee(s) at least 30 calendar days prior to the start date of their course(s).
- Updating the Education Reimbursement & Tuition Assistance Application Form to reflect any changes in course availability due to educational institution, school, or professional organization changes before the course start date
- Requesting Reimbursement or Assistance only for eligible courses and costs under this policy;

- Maintaining adherence to this policy to avoid disqualification;
- Informing the Appointing Authority or Designee(s) of course completion, proof of payment, and final grade within 30 calendar days of course completion or within 30 calendar days of grades released, whichever date comes last; and
- Initiating the reimbursement process by submitting an expense report through

The Supervisor is responsible for:

- Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify the employee has sought approval.

The HR Representative is responsible for:

- Working with Judah Ministers' leadership to assess employee, course, and cost eligibility;
- Maintaining a copy of each Education Reimbursement and Tuition Assistance Application and approval in the employee's personnel file; and
- Completing review of, and initial verification on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course.

Appointing Authority or Designee(s) are responsible for:

- Communicating to employees the availability of Reimbursement and Assistance;
- Developing and implementing an effective process within Judah Ministers' for reviewing requests, approving requests, and paying Reimbursement and Assistance;
- Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify an employee's eligibility, intended coursework, and cost;
- Completing review of, and initial decision on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course;
- Tracking the utilization of Education Reimbursement and Tuition Assistance against the calendar year limit of \$5,250;
- Reimbursing employees no more than \$5,250 per calendar year;
- Recouping funds from employees that go beyond the calendar year limit of \$5,250;
- Communicating to all Judah employees the company's process and designated contacts for the process;
- Communicating the determination to the employee and providing them with a copy of the completed form with approval signatures in a timely manner;

- Verifying successful completion of the course and submission of all documents 1 determine if the employee remains eligible for final approval of Reimbursement Assistance;
- Coding Tuition Assistance expenses using the appropriate
- Account when the reimbursement is paid directly to an approved college or university (
- Supporting and recognizing the learning and development efforts of employees; implementing all aspects of this policy effectively and in a timely manner, including assigning appropriate staff and back-up staff to ensure employees can access the program and obtain the benefits without any administrative delays; and
- Reporting to the Judah's Budget on the availability and use of funds for requests under this policy.

Chief Operating Officer is responsible for:

- Periodically reviewing reports on Reimbursement and Assistance and, where necessary, reimbursing for expenditures under this policy.

Procedures

Agencies shall implement specific procedures to process Reimbursement and Assistance requests for their employees. All procedures adopted must be consistent with this policy.

Applying for Reimbursement and Assistance:

Employees seeking Reimbursement and Assistance must submit the following information on the correct form at least 30 calendar days before the first day of the course:

- An Education Reimbursement or Tuition Assistance Application with employee information, course start date/anticipated end date, intended certificate, degree, or trade path; and
- The course description(s) from the institution

Determining Eligibility:

Appointing Authorities or Designee(s) are responsible for reviewing each application for Reimbursement and Assistance to determine the following:

- The eligibility of the employee to participate in this program;
- The eligibility of the course for Reimbursement or Assistance; and
- The eligibility of recorded costs for which Reimbursement or Assistance is sought.

Following the eligibility determination, the Appointing Authority or Designee(s) must notify the eligible employee of the decision and provide them with a copy of the completed form for their records with signatures of approval.

Should any change in coursework or request be modified following the initial application, the employee must notify the Appointing Authority or Designee(s) immediately. A modification in coursework or initial application constitutes a new request which may be reviewed again and could result in a different determination.

Reimbursement to Employee:

Following successful completion of the approval process and the conclusion of the course with a satisfactory grade of at least a “C” or above (or an equivalent “pass” grade), the employee must notify the Appointing Authority or Designee(s) and provide the following:

- Official documentation for completion of the course with a grade of “C” or higher (or an equivalent “pass” grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the educational institution no more than 30 calendar days from the date of course completion. A course initially designated as “Incomplete” will not be considered complete until the final grade is issued.
- Proof of payment by the employee, including itemized receipts of tuition, or account statements for reimbursement no more than 30 calendar days from the course completion.
- Reimbursement to the employee will not be issued until the eligible course is successfully completed and official notice of the final grade is submitted for verification. A course is considered completed as of the date official notice of the final grade is provided to the employee.
- The employee must create and submit an expense report to Judah’s Finance Department to initiate reimbursement.
- Reimbursement is due upon the employee's submission of all required documentation for course completion, eligible grade, and expense report through COO

Judah’s fiscal staff must properly document the use of funds for this purpose in accordance with standards established by the Judah Ministries. Reimbursement, if appropriate, should be made as soon as practicable after eligibility is determined.

Reimbursement to Approved Colleges and Universities:

Judah Ministers will reimburse approved colleges and universities upon receipt of the following from the approved college or university:

- Official documentation for completion of the course(s) with a grade of “C” or higher (or an equivalent “pass” grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the college or university, and
- An invoice reflecting the amount due for the completed course(s), Judah Ministers’ fiscal staff will pay the balance due directly to the approved college or university

Disqualification and Repayment:

Employees who fail to comply with all guidelines and procedures set forth within this policy will be disqualified from Reimbursement or Assistance eligibility for the non-compliant submission.

Budget Reconciliation:

Judah Ministries' Finance Department will review education reimbursement and tuition assistance payments and, where appropriate, may allocate funds to support these reimbursements.



Employee Acknowledgement Form

I have received and read the Judah Ministries 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 is at will and may be terminated by the executive director and/or immediate supervisor at any time for any reason or without reason. I understand that nothing in the Employee Handbook or in any oral statement or representation by any employee or representative of Judah Ministries 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 the provisions contained in the Employee Handbook may be modified, amended, or eliminated by Judah Ministries at any time with or without notice.

Employee's Name: _____

Employee's Signature: _____

Date: _____

