



# EMPLOYEE HANDBOOK

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Facebook-prideacademy317  
Twitter- prideacademy317  
Instagram- prideacademyindy

**Pride Academy West 1**

5615 W. 22<sup>nd</sup> Street  
Indianapolis, IN 46224  
317-247-1553  
Fax: 317-734-3114

**Pride Academy North**

5711 N. Michigan Rd  
Indianapolis, IN 46224  
317-672-9200

**Pride Academy West 2**

5570 N. Crawfordsville Rd  
Indianapolis, IN 46224

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## INTRODUCTION

### Handbook Summary:

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

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

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules and oral or written representations previously given or advised by Pride Academy. Employees are required, as a condition of their employment, to read the Employee Handbook and sign the Acknowledgement Form provided to them. Pride Academy management will interpret and

amend these guidelines as necessary and communicate changes accordingly.

If you have any questions regarding your employment, please discuss them with the directors Julian Chambers, Tiffany Griffin, Executive Director Alisia Jackson. Again, welcome Pride Academy. We're glad you're here!

## General Information

### **Brief History**

Pride Academy was founded by Alisia Jackson who wanted to give specifically children and families in low socio- economic communities a chance to thrive in society. The State of Indiana identifies in Sec. 28.8. "Child care ministry", for purposes of IC 12-17.2, means child care operated by a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code.

### **Mission Statement**

Pride Academy's Mission: "We believe that every child and teenager deserve a childhood and adolescence that allows them to be successful throughout their years, in school through adulthood. Poverty, neglect, abuse, violence, separation from parents and learning disabilities greatly inhibit the potential of the child to become happy, successful, and contributing citizens in America. Pride Academy concentrates on bringing the "village" approach to our children and teens by providing their families and communities with knowledge and resources such as fiscal responsibility, healthy habits, continuing education opportunities, and supportive needs services. Through our program, Pride Academy, in partnership with the family, enables children to reach their potential. For more than 19 years, the agency has been a leader in providing a full range of services for children who are desperately in need."

### **NAEYC Code of Ethical Conduct**

Pride Academy strives to follow the guidelines and policies of NAEYC. This link goes directly to the NAEYC Code of Ethical Conduct [https://www.naeyc.org/sites/default/files/globally-shared/Ethics%20Position%20Statement2011\\_09202013update.pdf](https://www.naeyc.org/sites/default/files/globally-shared/Ethics%20Position%20Statement2011_09202013update.pdf)

## **Pride Academy Contact Information**

Website: <http://prideacademy317.com/>

Facebook and Twitter: @PrideAcademy317

Instagram: @prideacademyindy

Email: [prideacademyinc@yahoo.com](mailto:prideacademyinc@yahoo.com)

Curriculum: [www.pridecurriculum.com](http://www.pridecurriculum.com)

Fax: 317.734.3114

### Pride West 1: 6 Weeks – 11 year old & Administrative Office

5615 W. 22nd Street

Indianapolis, IN 46224, USA

Phone: 317.247.1553

### Pride West 2: 6 weeks to 1 year old

5570 Crawfordsville Road

Indianapolis, IN 46224, USA

### Pride North 1: 6 weeks to 11 years old & Accounting Department

5711 N. Michigan Road

Indianapolis, IN 46228, USA

Phone: 317-672-9200

## **Hours of Operations**

Pride Academy sites are open at the following times:

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

## **2021 Holiday Closure**

- Professional Development Training (March & October)
- Memorial Day
- Independence Day
- Memorial Day
- Thanksgiving(2 days)
- Christmas (2 days)
- New Year's (2 days)

## **Ratios**

Pride operates on the following ratios, which are recommended by the National Association of the Education of Young Children (NAEYC). When outside or on the playground teachers will frequently move around the area and keep account and attendance of the number of children outside. During violin and Spanish lessons, teachers must continue to be present in the classroom and help with restroom runs and behavior issues. Two staff members must be in the building at all times in the position to see and hear the children. Infants, toddlers, preschoolers, or school age children should always have adult supervision and are never allowed to be by themselves unless going to the restroom. (Please see Restroom Usage on page 23)

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

## **Weather-Related Closings**

Pride Academy strives to be open during operating times. If there are any changes to the schedule due to the weather emails, calls, and text messages will be sent out to all staff and families explaining the changes. If there are any questions regarding weather related closings or delays please contact Alisia Jackson at 317-373-5183.



## Pride Academy Programs

Poverty, neglect, abuse, violence, separation from parents and learning disabilities greatly inhibit the potential of the child to become happy, successful and contributing citizens in America. Our programs and partnership with the family, enables children to reach their potential. For more than eight years, the agency has been a leader in providing a full range of services for children who are desperately in need.

Statistics show that children who are exposed to STEM and Arts curriculum at a very young age perform better in science and math than students who are not. Statistics also show that having access to quality STEM and Arts-related after-school programs increases the likelihood of graduation.

Pride Academy is dedicated to reversing these statistics by helping our most vulnerable students excel through Pride in Motion, an after-school program for children age 5-11 that focuses on STEaM (Science, Technology, Engineering, Arts and Mathematics) and academic tutoring. These services include:

### **Pride in Motion**

Afterschool Program for school age children (5 to 11 years) who need child care before & after school and spring & winter break. In addition to homework time, academic tutoring, life skills and personal enrichment, this program offers children a wide variety of engaging, fun and educational activities.

### **Chess Club**

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



### **Komputer Luv Technology Class**

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

### **PRE-K Program**

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

## **Employee Practices**

### **Dress Code**

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

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

It is expected that all staff members will present themselves and Pride Academy in a professional, respectable manner. Any staff

member not adhering to the dress code may be asked to leave and return dressed appropriately.

### **Cell Phones**

It is important that every staff member's attention remains on the children at all times. A lapse in attention could result in serious accidents, which with appropriate supervision, would have been prevented. Therefore, cell phones are not permitted in the classroom during work hours. Cell phones should not be out or used and stored in a purse, bag, coat, etc. while a staff member is clocked in. Electronic devices will only be used as a part of supervised program activities and will be on Pride Academy devices or unless permission is given by directors or Executive Director. In the event of an emergency, the staff member must inform Directors or Executive Director situation. In this case, cell phones must be set to vibrate.

### **Sun Safety**

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

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

Collaboration: The policy will be implemented in collaboration with the Child Care Centre, staff, and parents/caregivers.

Everyone will work together to achieve a sun safe environment through the following activities:

1. Parent/caregiver communication
  - When enrolling their child, parents/caregivers will be informed of the Pride Academy's sun safety policy and provided information on sun safety practices.
  - Parents and caregivers will be informed about the importance of, and strategies for, preventing skin cancer.
  - Communication will include, but will not be limited to, details of the centers policy relating to hats, sun-protective clothing, sunscreen usage, and sunglasses.
  - The policy will be reinforced in positive ways through parent letters/newsletters, staff memos, bulletin boards, and meetings.
  - Signage will be posted that reminds staff, parents/caregivers, and children to practice sun safety. Families will be urged to reinforce sun-safe behaviors outside the facility.
2. Planning of outdoor activities
  - Activities will be planned as much as possible around the peak UV radiation periods (11a.m. to 3 p.m., April through September).
  - Activities will be held in the shade where possible, and breaks from the sun will be built into outdoor activities.
3. Shade
  - All attempts will be made to plan activities in shade when the UV Index is 3 or higher.
  - Pride Academy will provide sufficient shade in their outdoor space. This shade may be from natural (trees and shrubs), built (shade from buildings, awnings, gazebos, shade sails), or portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Priority spaces for shade include: Climbers and play equipment, Sand and water play areas, Seating and gathering spaces.
4. Hats and protective clothing
  - When outside in weather when the UV Index is 3 or higher, parents/caregivers are encouraged to send their children with appropriate sun safe clothing, hats that cover the ears, face and neck, and sunglasses.
  - Sun safe clothing includes: A wide-brimmed hat (2-3 inches all around) or a legionnaire style hat to protect the face,

- neck and ears. Baseball hats are not recommended because they do not protect the neck or ears. Children without a sun-safe hat will be required to play in an area protected from the sun (e.g. under shade or indoors) or will be provided with a spare hat. Tightly woven, loose clothing that covers as much of the skin as possible.
5. Sunglasses
    - Parents/caregivers will be encouraged to provide shatter resistant UVA/UVB wraparound sunglasses for their child to provide added protection from direct and reflected UVR.
    - Use of sunglasses will be encouraged all year round, including in the winter.
  6. Sunscreen and lip balm:
    - Parents/ guardians are required to provide permission for staff to apply sunscreen to their child.
    - To provide a sunscreen that is water resistant, with broad spectrum protection, and an SPF of 30 or higher, if their child is allergic to the center's offered brand/type.
    - Asked to send their child to the center with sunscreen already applied on days where the UV Index is planned to be 3 or higher (generally April to September)
    - Staff are: To apply (and reapply as needed) a 30 SPF or higher water resistant broad spectrum sunscreen to the child's skin that is not covered by clothing 20 minutes prior to going outdoors.
    - Use of sunscreen will be encouraged all year round, including in the winter.
  7. Sun protection and babies
    - Babies under 12 months should not be exposed to direct sunlight and will remain in full shade when outside.
    - Babies are required to wear sun-safe hats and clothing.
    - Sunscreen will not be applied to children under 6 months of age
  8. Increasing awareness with children
    - All children (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices such as: seeking shade, covering up with clothing, wearing hats and sunglasses, and using sunscreen.
  9. Protecting staff from ultraviolet radiation exposure

Pride Academy supports sun protection for its staff to reduce UV radiation exposure through a comprehensive approach to sun protection, which includes:

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

**Monitoring and review of policy:** Pride Academy will review the effectiveness of this policy on an annual basis and will make revisions as needed. Staff and parents/caregivers will be notified of policy updates.



## Professional Development

### **Requirements for Training and Testing**

Pride Academy's staff members are required to have at least a High School diploma or an equivalent. *Note: As the centers go through other accreditations the requirements will change for staff.* Staff **must** be yearly certified in CPR, First Aid, AED, and universal precautions and complete trainings from the I-LEAD see *listing of training in New Employee packet.* Staff must receive a physical, TB Test, FBI Fingerprint, and drug test prior to working on staff. Some requirements must be renewed periodically, please check with the administrative staff for this information. Please be aware that most of the requirements will ask for payment, Pride Academy will either reimburse the cost of the training/test or employees can have the payment come out of their next paycheck. Please inform the administrative team of your plans prior to receiving the trainings or test.

### **Evaluations**

Evaluations of a staff member's performance will be conducted by the directors or executive director. Evaluations will be performed annually.

Pride Academy teachers are required to do an assessment each month on the child and place the assessments in the child's portfolio. At any time a parents/guardians are to receive hard copies of the assessments each time one is done.

### **Staff Opportunities**

Our staff are offered the opportunity to receive a scholarship to further their education in (ECE) Early Childhood Education. We provide two areas at Pride Academy and they are the Diagnostic Clinic and Early Childhood Program. Please contact Alisia Jackson to obtain a TEACH Scholarship

### **Staff Orientation**

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

### **Attendance**

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

## **Commitment**

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

## **Holidays, Vacation, Illness, Bereavement**

If employees are full-time and have been with Pride Academy for at least 2 years they will receive 5 days of paid vacation/holiday time throughout the year. The vacation/holiday time does not roll over to the following year and must be approved by a director or executive director. All vacation time must be submitted at least two weeks in advance for approval. If a full time employee becomes ill or needs to take time off due to family circumstances directors or executive director must be notified as soon as possible.

If you are a part-time employee or a full-time employee that has not been with Pride for more than 2 years and need time off, please contact the directors or executive director to submit a request. All time off must be submitted two weeks in advance. If employee is sick or has a family circumstance, employee must contact the directors or Alisia Apple as soon as possible.

## **Mental Health**

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

- Midtown Mental Health (3171 N. Meridian Indianapolis, IN)
- Hope Haven Psychiatry (2250 Crawfordsville Road Indianapolis, IN)
- Cummins Behavioral Health (2435 South Lynhurst Suite 205 Indianapolis, IN 46241)
- Galahue

## **Clock-In and Clock-Out**

All hourly employees are required to clock-in and clock-out by the electronic swipe system. If an employee misses a clock-in or clock-out swipe, s/he must contact a director to address this concern immediately. Employees must clock-in and clock-out at their designated time, unless told to do so prior by a director.



### **Lunch Break/ 15 minute Break**

Employees must take a 1 hour unpaid break in such a way as to not compromise the health and safety of the children. Breaks are automatically deducted out of the pay check. Employees must consult the directors for working through their breaks, otherwise they will not be compensated for time worked. Employees who need a 15 minute break throughout the day can receive it, but need to consult with a director first before taking it. If an emergency break is requested staff must consult an administrator before taking it.

### **Teacher Preparation Time**

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

### **Voluntary Resignation**

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

### **Payroll**

Paychecks are distributed on Friday bi-weekly through direct deposit. If staff has prepaid cards that allow early distribution of their paycheck please inform the human resource manager or executive director.



## Code of Conduct

### **Staff Relationship with Children**

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

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

### **Child Abuse and Neglect**

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

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

*\*\*NOTE: If you suspect a child is being abused or neglected, call Indiana's Child Abuse and Neglect Hotline today at 1-(800)-800-5556. It is available 24 hours a day, 7 days a week, 365 days a year.\*\**

Staff who report suspicions of child abuse/neglect at any Pride Academy locations are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

### **Co-Worker Communication**

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

### **Substance Abuse**

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

### **Confidentiality**

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

### **Sexual and Other Unlawful Harassment**

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

### **Guidance and Disciplinary Procedure**

#### **Unacceptable Job Performance**

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

- 1<sup>ST</sup> Time Offense- Verbal Warning: If a staff member's job performance is not meeting Pride Academy standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and possible penalties if performance does not improve.
- 2<sup>ND</sup> Time Offense- Performance Notice: A written performance notice is given if a problem/s identified has not

been corrected. A performance notice will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member. Two day suspension will be administered immediately.

- 3<sup>RD</sup> Time Offense-Performance Notice/Termination: Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance.

Written performances and Termination will be at the discretion of the executive director. Pride Academy acknowledges that it complies with federal and state laws.

### **Medication Authorizations**

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

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

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

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

If a physician has ordered a special medical management procedure (such as changing a colostomy bag)for a child care, an adult trained in the procedure must be onsite whenever the child

is present. Parents will be responsible for providing this person. Pride Academy will not be responsible for providing this service.

### **Sick Child**

If child becomes sick at site or during programming, staff will contact the parent/guardian to pick the child up. The child will be given a cot to rest and comforted by staff. If the child is contagious, staff must separate the child from the rest of the group and call the parent/guardian to let them know that the child cannot come back for 24 hours.

### **Documentation of Accidents/Injuries**

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

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

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

### **Documentation of Allergies**

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



## Arrival and Departure

### **Arrival**

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

### **Departure**

At the end of each day, only those persons who are designated on the child's authorized pick up list will be allowed to pick the child up from the child care. ID is required until faces become

familiar to staff. ID will be required if there is someone different picking up the child. All authorized persons must be 18 years of age or 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 child on the current registration form.

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

### **Late Pick-Up**

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

Parent/guardian will be charged additional fees for late pick up.

## **Program Guidelines**

### **Nutrition**

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

### **Transportation**

Pride Academy does drop off and pick up school age children from school. Parents/guardians must have filled out a transportation form, paid the weekly fee in advance and attended the transportation meeting in order to utilize this service.

Transportation staff will receive a listing of children and their school's information each week.



## **Restroom Usage**

Pride Academy follows specific practices on restroom supervision. The following recommendations can provide a foundation for those discussions:

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

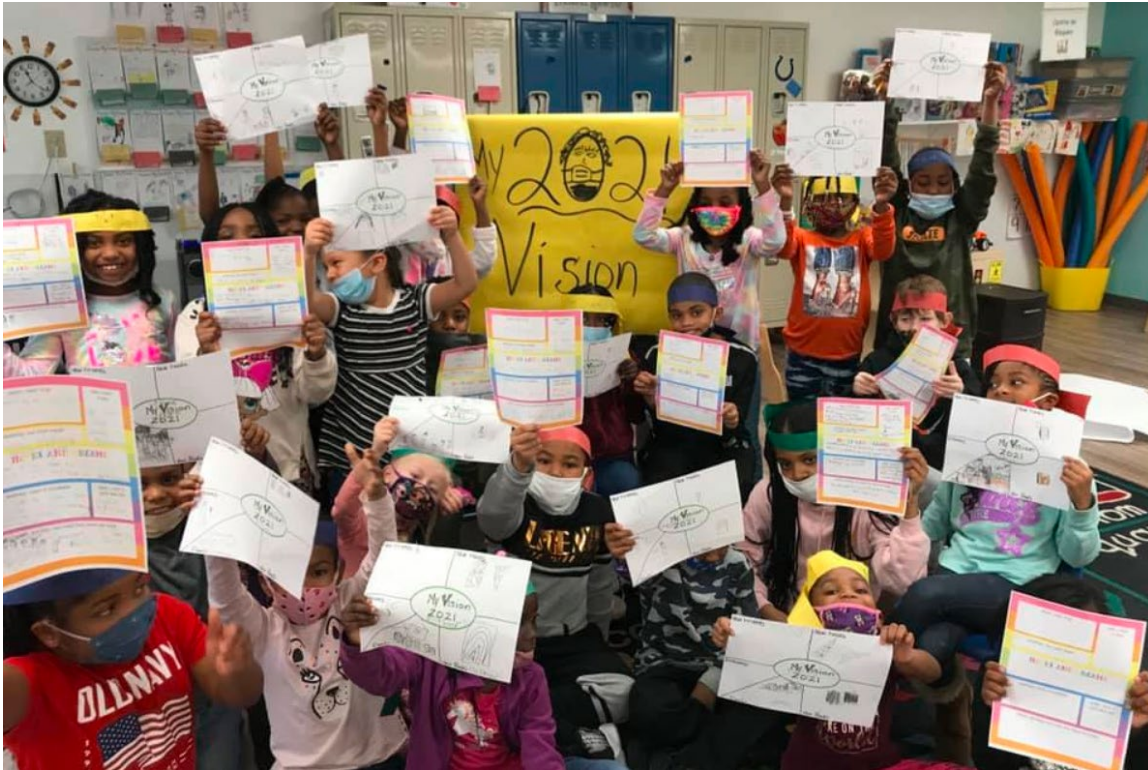
## **Diaper Policy**

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

## **Toilet Training**

We are more than happy to encourage potty training as long as the child is ready (typically between 1 and 2 years old). The

initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to childcare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the childcare provider is imperative for a successful transition from diapers to toilet.



## Guidance Strategies

### **Discipline**

Pride Academy 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 apart of the Behavior Management guidelines. In the event that a staff is caught or reported using any of the prohibited discipline tactics, the staff will go through the disciplinary process or immediate termination. (Please refer to the Unacceptable Job Performance on page 18 for more detail).

## **Behavior Management**

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

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

## **Documentation of Special Needs**

Pride Academy welcomes families and children with special circumstances. To best serve families, parent/guardian must inform the Administrative staff and fill out a form describing the special needs. If the teacher suspects that a child has a developmental delay or other special needs, the teacher must fill out an Observation Report and contact the director or executive director for further direction. The director or executive director will contact the parent/guardian to discuss the individual needs of the child. Together, the director, the administrative staff, and parent/guardian will determine what accommodation the child may need to be successful in our program. Staff must familiarize themselves with the children who have special needs.

## **Inclusive Environment Policy**

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

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

## Parent Relationships

### **Parent Interactions**

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

- Address parent by their name.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus on the negative.

- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know". Instead say "I'm not sure, but can I get back to you" then find out the answer and get back to the parent/guardian.
- Conversations should be brief. Inform parent/guardian that they can schedule a conference with you at a later time and date to discuss the situation further.

### **Handling Parent Complaints**

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

## Emergency Procedures

### **Prevention of Missing Child**

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

### **Missing Child Procedures**

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

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

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

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

### **Dental Emergency**

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

### **Blood-borne Pathogens**

Pride Academy 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. Pride Academy 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. Pride Academy 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**

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

### **Other Emergencies**

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

### **CACFP Program**

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

## **CACFP Staff**

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

## **Civil Rights**

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

All Pride Academy 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 Pride Academy CACFP Binder located in the main office or kitchen.

## **Collection of Data**

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

## **CACFP Daily and Monthly CACFP Record Keeping Requirements**

### **Daily Requirements**

- Complete the Attendance Record



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

### **Monthly Requirements**

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

## Appendix

### **State Guidelines:**

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

### **Following are the laws:**

- **IC 12-17.2-2 Chapter 2. General Powers and Duties of the Division**

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

### **Equal Employment Opportunity Commission (EEOC)**

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

### **Americans With Disabilities Act (ADA)**

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

### **Employee Acknowledgement Form**

I have received and read the Pride Academy 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 Pride Academy is at will and may be terminated by the Director of Pride Academy at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of Pride Academy shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. Also, I understand that any or all of the provisions contained in the Employee Policy and Procedures Handbook may

be modified, amended, or eliminated by Pride Academy at any time with or without notice.

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*Employee Printed Name* \_\_\_\_\_

*Employee Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

