



FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION

2025-2026 Personnel Handbook

First Baptist Georgetown Children's Weekday Education (FBG CWE)
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Revised 08/14/2025

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Welcome to the 2025-2026 School Year!!!

“For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”

Jeremiah 29:11

As we embark on this new academic year, this verse is resounding in my spirit. We are not here on accident, or because we thought a job that “worked for our families’ schedules” would be nice. I truly believe that each of us have been called by God to this very time and place. What an amazing honor to work together as we minister to our students, their families, and each other. My heartfelt hope is that you will accept the personnel handbook as a series of operating guidelines that are laid out not with the intention to restrict or punish, but instead to give us a PLAN for how we want our school to operate. Clarity and communication can be such a beautiful thing, especially during times of stress, conflict or emergency. Let us all pursue excellence as we commit our efforts to Jesus Christ as we work for His kingdom.

With love and respect,

Erika Boatright
Director

**We are a Christ centered school
that develops the whole child
through a play-based curriculum
and exploring the outdoors.**



CORE VALUES

Our Biblically based core values define the culture, behaviors, and guiding principles we hope to encompass at FBG CWE.

1	HONESTY – free of deceit and untruthfulness; sincere in word and deed. Ephesians 4:25, Proverbs 12:22
2	FLEXIBILITY – the quality of bending easily without breaking. Meeting the needs of the school with positivity. Romans 12:2, Phillipians 4:13
3	CREATIVITY – the use of the imagination or original ideas to create experiences or solve problems. Romans 12:6, Ephesians 2:10
4	TEAMWORK – the combined action of a group of people working effectively towards a common goal. Colossians 3:23, 1 Corinthians 1:10
5	PROFESSIONALISM – the ability to be punctual, prepared, and positive. Proverbs 22:6, Philippians 4:8
6	CHRISTIANITY – belief in Jesus, His teachings, and the enduring love of God for His creation. Deuteronomy 10:12, Ephesians 2:8
7	BALANCE – the ability to manage problems and praises with a multi-faceted approach. 2 Timothy 1:7, 1 Peter 5:7
8	JOY – the underlying contentment of knowing that God loves us and has plans for our future. Romans 15:13, Psalm 94:19
9	NURTURING – allowing for growth beneath the umbrella of God's love and protection. Hebrews 13:16, John 15:12



FBG Basic Beliefs

GOD: There is one and only one living and true God. He is an intelligent, spiritual and personal Being, the Creator, Redeemer, Preserver and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence and obedience. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence or being.

(Genesis 1:1, 26-27; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2)

JESUS CHRIST: Jesus Christ is the Son of God. He is co-equal with the Father and the Holy Spirit. Jesus entered the human race through a virgin birth. He was both fully God and fully man. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to Earth to reign as King of Kings and Lord of Lords.

(Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 13:4; 1 Corinthians 15:3-4; 1 Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15)

THE HOLY SPIRIT: The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make us aware of our need for Jesus Christ. At the moment of regeneration, He baptizes every believer into the body of Christ. He also lives within every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance for doing what is right. He cultivates Christian character, comforts believers and bestows the spiritual gifts, all of which are operable today, by which they serve God through His church. The Christian seeks to live under His control daily.

(John 14:16-17; 16:7-13; Acts 1:8; 1 Corinthians 2:12; 3:16; 12:13; 2 Corinthians 3:17; Galatians 5:25; Ephesians 1:13; 5:18)

SALVATION: Jesus Christ is God's only provision for the salvation of man. Salvation is a gift from God to each one of us. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can one be saved from sin's penalty. When we trust in Jesus Christ, we are not only forgiven, but we are made righteous on the basis of faith in Christ. Eternal life begins the moment one receives Jesus Christ into his or her life by faith. God, Himself, by His grace and power, maintains a person's salvation for eternity.

(John 1:12; 14:6; Romans 5:1; 6:23; 2 Corinthians 5:21; Galatians 3:26; Ephesians 2:8-9; Philippians 3:8-9; Titus 3:5; 1 Thessalonians 5:23-24)

ETERNAL LIFE: We were created to exist forever. We will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. *(John 3:16; Romans 6:23; 1 John 2:25; 5:11-13; Revelation 20:15)*

HUMANITY: Human beings are made in the image of God, to be like Him in character. We are the supreme objects of God's creation. Although we have tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin," which is separation from God. As a consequence, all human beings are born with a sinful nature and are sinners by choice and therefore under condemnation. Every person is marred by sin and all are separated from God and without hope apart from salvation in Jesus Christ. *(Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; 59:1-2; Romans 3:23)*

THE BIBLE: The Bible is God's Word to all people. It was written by men under the supernatural inspiration of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, there are no mistakes. It is completely trustworthy. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

(Psalm 12:6; 119:105; 160; Proverbs 30:5; 2 Timothy 1:13; 3:16; 2 Peter 1:20-21)

THE CHURCH: A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the body of Christ that includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people and nation.

(Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3)

DISCIPLE MAKING AND MISSIONS: It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

(Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17)

THE FAMILY: God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

(Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:25; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

GOD'S PURPOSE OF GRACE: Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end.

Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

(Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7, 19-22; Isaiah 5:1-7; Jeremiah 31:31.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39–12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2)

STEWARDSHIP: God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debt to Jesus Christ. They are therefore under obligation to serve Him with their time, talents and material possessions; and they should recognize all these as entrusted to them to use for the glory of God and for helping others. According to Scripture, Christians should contribute of their means cheerfully, regularly, systematically, proportionately and liberally for the advancement of the cause of Jesus Christ.

(Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19)

The Personnel Handbook sets the policies for FBG CWE and provides a guideline for work behavior, employee actions, and management decisions. The Personnel Handbook does not imply a contractual relationship or any contractual rights. FBG CWE reserves the right to change and modify the contents of the employee handbook at any time without prior notice to employees. Personnel policies may be established and amended by the Director and the most up to date version of this handbook can always be found in the office or under the careers section of our school website, www.fbgweekday.com You are encouraged to discuss any questions you may have with the FBG CWE Administrative Team.

In addition to reading this Personnel Handbook, employees of FBG CWE are also required to read the FBG CWE Parent Handbook AND the TEXAS Child Care Licensing Regulations. Employees will be required to comply with all state licensing requirements and follow and enforce all policies and procedures as outlined in the FBG CWE Parent Handbook.

Recommendations for changes or additions to the Personnel Handbook are welcomed. If you suggest changes/additions to this manual, it is required that you submit your suggestions in writing, including your name and position so the Admin Team can discuss the suggestion as needed with you. Employee suggestions should be delivered to the Admin Team either by email or in writing.

Policy: Director of the School**Policy No: 1.5**

The senior manager of FBG CWE is the Director. While some employees may report to an Assistant Director or the Admin Team, all employees ultimately report to the Director. The Director may appoint the Assistant Directors or some other “person-in-charge” to fulfill some of the obligations of the Director or from time-to-time to assume temporary responsibility for day-to-day operations of the school.

Policy: Goals for the School**Policy No: 1.6**

FOR THE STUDENTS

We will nurture each student individually, recognizing the diverse social, emotional, spiritual, cognitive and physical development that is unique to each student, so that each student will enjoy success by striving to reach his or her unique potential.

FOR THE FAMILIES OF STUDENTS

We will be a positive and nurturing resource for the families of our students throughout the various stages of early childhood development. We will partner with our families to provide consistent support and guidance with the shared goal of helping the students to develop and grow.

FOR THE COMMUNITY

We will support efforts throughout the community to improve the conditions for the care and education of children through teacher training workshops, parent seminars, and advocacy efforts.

STAFF CODE OF ETHICS

1. Keep the best interests of each student as the principal focus of each decision and action that we take.
2. Maintain a sense of professional commitment and take personal responsibility in ministering to each individual student and to the student's family.
3. Be dedicated childcare professionals who maintain the required annual continuing education training hours and certifications and to always implement developmentally appropriate practices with students with a positive and cooperative attitude.
4. Uphold the integrity of all members of the profession of early childhood education and the childcare industry.
5. Promote goodwill between FBG CWE and the local community.
6. Keep informed of current recommended childcare practices and advances in the field of early childhood education.

Please remember, you are a Minister of FBG and represent us whether you attend here or another church.

Staff position vacancies at FBG CWE will be filled by individuals who have relevant job experience, education and demonstrated ability and a desire to work effectively with young children, their families, and other staff members.

The Director will select candidates for interviews from the applications received for the position. Candidates will be interviewed by the Director or Assistant Director. All hiring is subject to the approval of the Director.

Some candidates may be interviewed by a team. The Director will be responsible for meeting with the team prior to the interview(s) to discuss the job description, qualifications required, and preparation of the interview script, which will be utilized for interviewing candidates.

Policy: Employment At Will**Policy No: 2.1**

A person is an employee of FBG CWE, if the Director agrees that employment is in the best interest of the children and families of FBG CWE. Employees are free to resign at any time; however, a minimum two-week advance written notice is requested.

FBG CWE is an equal opportunity employer as well as an equal opportunity service provider. All employment and service activities will be conducted in a manner to assure equal opportunity for all, and services will be provided to children and/or their family without regard of race, color, religion, creed, gender, age, national origin, pregnancy, disability, or veteran's status. Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. As a business in the state of Texas the employer/employee relationship is established "At-will." The "At-will" relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the "At-will" employment relationship may not be altered by any written document or by verbal agreement unless such alteration is specifically acknowledged in writing and signed by an authorized executive of FBG CWE. Employment may be terminated at the Director's discretion if continued employment is not in the best interest of the children and families at FBG CWE.

Our primary focus is on our service to the children, their families and the community.

FBG CWE has a job classification system and formalized pay scale. All positions are assigned to a classification based upon job function and duties, educational requirements and experience.

EMPLOYEE CLASSIFICATIONS

1. **Part Time Employees:** All Classroom/Direct Care Staff hired for CWE are part-time employees. A Part-time employee is a person who is regularly scheduled for less than 20 hours per week. As a part-time employee, you are assigned specific hours to work. These hours will vary by the position you have been hired to do. It also means, according to the Texas Labor Laws, you get paid only when you work.
2. **Long-Term Substitute:** A person employed for a temporary period exceeding 2 weeks and for a specific purpose.
3. **Classroom/Direct Care Staff:** This includes positions where the employee's primary duties involve direct care and supervision of children. Positions include Teacher, Aide, Floater, and Substitute.
4. **Administrative Staff:** This includes positions where the employee's primary duties involve supervision of employees, program/curriculum, financial and managerial responsibilities. Positions include Director, Assistant Directors, Finance Director, Admissions Administrator, and Educational Coordinators.

All employees are expected to always maintain the highest standards of professionalism and integrity with respect to communication and interaction with students and their families, as well as with coworkers and Directors. Additionally, professional attitudes and behaviors are expected in terms of teaching methods, procedures, attendance, efficiency, and in cooperating with parents of students, peers, and authorities.

The Director, Assistant Directors, Educational Coordinators and Financial/Admissions Administrators will observe staff work habits, attendance, and attitude and will hold a conference with the staff member as soon as possible to remedy any observed breach of standards.

VOLUNTARY TRANSFER:

Written requests from employees for transfer within their job classification may be considered by FBG CWE. Written requests should be submitted to the Director and must include the position to which the employee would like to be transferred, the reason for the request, and perceived benefits to FBG

CWE. FBG CWE will evaluate the employee's request based upon the needs of the school. The decision to approve an employee's transfer request is at the sole discretion of the Director.

Employees may apply for any vacant position within FBG CWE for which they are qualified and will receive the same consideration as any applicant for the position.

INVOLUNTARY TRANSFER:

As our needs vary, FBG CWE reserves the right to change an employee's assignment in its sole discretion. Changes to an employee's assignment may include changes to one or more of the following: position, pay, and/or scheduled hours.

Employees who refuse a transfer will be subject to disciplinary action up to and including termination.

Policy: Personnel Files

Policy No: 2.5

Each employee is required, as a condition of employment, to provide in a timely fashion, all records and forms required by any agency of government or by FBG CWE. It is expected that all items are to be placed in the Personnel File for the employee **before the employee may begin work**. Failure to provide required records and forms may result in suspension or termination of employment.

The following information is required by the Texas Department of Family and Protective Services (the state licensing agency) and must be on file for EACH employee:

1. Completed employment application
2. A criminal background check which will be conducted by the TDFPS. Proof of fingerprint registration
3. TXHHS Forms 2947, 2912, 2985, 2971, 7250, 1099
4. Pre-Service as required, based on experience.
5. Verification of graduation from high school (or college) or documentation of enrollment in a work/study program through a high school vocational department.
6. CPR/First Aid Certification.

Additional forms or records required are:

1. Completed and signed W-4
2. I-9 Employment Verification Form
3. An accurate Personnel Emergency Form (renewed annually)
4. Statement of verification that Employee Handbook and State Licensing Standards have been read and are understood.
5. Social Networking and Confidentiality Agreements.

Personnel records are confidential; the records include performance evaluations, salary history, training records, etc. Personnel records provide the basis for management decisions regarding job assignments, salary increases and training.

Policy: Health Requirements

Policy No: 2.6

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well-being of the students. Employees must be able to lift students, bend from the waist, stoop and/or squat.

Currently, FBG CWE has no Policy in place for protecting children from Vaccine-Preventable Diseases by requiring Adult Immunizations for our staff. However, we do encourage our Employees to protect themselves from the Flu, be up to date on Tetanus, and Pneumonia. Please see the following link to view suggestions for Adult Immunizations:

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule-bw.pdf>

Williamson County does not currently require a TB test.

Policy: Former Employees

Policy No: 2.7

Former employees who wish to visit, volunteer and/or attend an agency function must contact the Director via email or via telephone to ask permission. Granting permission is in the sole discretion of the Director and will be based upon the best interests of FBG CWE.

Current Employees may not discuss any matters related to FBG CWE with a former employee. Any inquiries made by a former employee to a current employee should be directed to the Director.

Former employees will only be eligible for re-hire if they meet the following criteria:

1. Gave appropriate notice prior to leaving employment (This may be waived in cases of emergency medical circumstances that make giving notice impossible.)
2. Returned all agency property prior to leaving employment
3. Constructively participated in an Exit Interview prior to leaving employment
4. Present no issues following separation of employment, i.e., maintained professional codes of conduct, maintained confidentiality according to the agency's confidentiality policy.

Former employees seeking re-hire must personally contact the Director by email or by telephone to inquire as to their eligibility for re-hire prior to applying.

Policy: Work Week Schedule

Policy No: 3.0

- Our workday is generally 8:15 to 2:15. These are the budgeted hours! You may NOT work outside the scheduled hours without permission from an Administrator. Once you clock out you are required to vacate the premises. You may not clock out then continue to work on campus as this is a violation of Labor Laws.
- Workdays vary by the employees' job positions. If your hours differ from 8:15am to 2:15pm, you will be notified on the day you are hired or in your engagement letter at training.

- Staff members work on Tuesday, Wednesday, and Thursday. There will be one Monday each month you will be required to work on Teacher planning.
- Other staff members may work only one day a week and have different hours upon special arrangement with the Director.

STAFF ATTENDANCE

- All employees are expected to work as scheduled. If a staff member has prior notice of dates they intend to request off from work, that staff member will need to let the Assistant Director in charge of substitutes know.

STAFF MEETINGS AND SCHOOL EVENTS

Staff members are required to be at monthly staff planning meetings. Exact dates are on your staff calendar. A link to this calendar can be found under the careers section of our school website, www.fbgweekday.com.

OVERTIME

Employees are encouraged to use their time wisely in the mornings and especially on our Monday workdays so that all the planning and work can be done at school during allotted hours. Also, remember to use your aides to assist in your work! Approval will be granted in limited circumstances with specific regard to whether the work will create an overtime pay situation.

Policy: Emergency Preparedness - Closing

Policy No: 3.1

Should it become necessary to close the school due to adverse weather, fire, national emergency or other unforeseen event, an attempt will be made by a message through our parent engagement application. FBG CWE will follow the same closing schedule as local area school districts. To ensure the highest degree of safety for our students and our staff members, FBG CWE does reserve the right to make school closing decisions that differ from local area school districts.

Classroom Teachers are responsible for keeping an updated student contact list available to them at home and are expected to contact their students' families to make them aware of school closings through our parent engagement application.

Policy: Absenteeism/Tardiness

Policy No: 3.2

Staff punctuality and regular attendance is of critical importance to the success of the school's program. The schedules of the students, parents, staff, and Directors require that each assume responsibility for being prompt and consistent in arriving at the classroom on time.

Absences are defined as any time an employee is not at work during scheduled work time.

Attendance and punctuality are heavily weighted on staff evaluations. Consistent tardiness, frequent absences, or failure to provide prior notice so that substitutes can be arranged is considered sufficient

cause for termination. Attendance below 85% will result in the discontinuation of any tuition discount received by an employee.

While there is no paid leave for part-time associates, we will allow up to 8 weeks unpaid leave for maternity/health issues.

Texas State Licensing references the importance of students having a predictable, reliable caregiver.

Policy: Probationary/Orientation Period

Policy No: 3.3

All new employees are required to serve an initial three-month probationary and orientation period. During the period new employees will be acquainted with their job, and their ability to effectively handle job responsibilities will be evaluated. If the probationary employee fails to perform job tasks satisfactorily, he/she may be terminated without advance notice.

Policy: Staff Training

Policy No: 3.4

The Texas Department of Family and Protective Services, which regulates childcare centers in Texas, requires that each staff member must participate in a minimum of 24 hours of training per year (excluding CPR & First Aid). Each employee is responsible for attending relevant training and providing documentation of training attendance for their personnel file. The training period is June 1st to December 31st. All annual training requirements must be met by the last day of the fall semester. If training requirements have not been met by the stipulated timeframe, employees will be warned and/or be subject to termination.

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

ALL EMPLOYEES of FBG CWE are considered mandated reporters, under this law.

Employees are required to report their suspicions of child abuse/neglect to The Department of Family Protective Services (DFPS), 2423 Williams Dr., Ste. 137, Georgetown, Texas 78628, (512) 864-2800. FBG CWE requires employees to inform the Director prior to making the report to DFPS.

The employees of FBG CWE are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. FBG CWE takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

GUIDELINES ON CHILD ABUSE

The following pages contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the Director and begin to keep an anecdotal record of the child.

CHARACTERISTICS OF BATTERED CHILDREN

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured and is brought for treatment, the child usually appears to:

- Have no close feelings or affect with parents or other people.
- Be fearful. Be quiet.
- Show no reaction to pain or expectation of being comforted.

Having had violent physical contact with adults in the past, the child is often: *Wary of physical contact initiated by an adult.*

When admitted to a hospital ward, the battered child:
Seems less afraid than other children and settles in quickly.

When other children cry, the battered child:
Becomes apprehensive and watches them with curiosity.

The battered child will also become:

Apprehensive when an adult approaches the crying child.

While in a new situation, the child:

Seeks safety in sizing up the situation and being alert for danger.

Children who have been battered do not behave as typical children do. *They display many adult-like reactions.*

INDICATORS OF CHILD NEGLECT

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups: physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. *Malnourished*
2. *Ill-clad or dirty*
3. *Overcrowded or unhealthy sleeping arrangements*
4. *Receiving inadequate supervision*
5. *Totally unsupervised*

Many of the above-mentioned characteristics are also indicative of emotional neglect, along with the following:

1. *An insecure child, seemingly withdrawn or overaggressive*
2. *Failure to attend school regularly*
3. *Constant friction in the home*
4. *Exposure to unwholesome and demoralizing circumstances*
5. *Denied normal nurturance*

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:

Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability because of such action. As mandated reporters, employees of FBG CWE cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

PENALTY FOR FAILURE TO REPORT

Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$500.00 or up to six months imprisonment or both.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts)

- Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

EMPLOYEES ACCUSED OF CHILD ABUSE/NEGLECT:

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of Child Protective Services investigation as well as any criminal charges filed against the employee. If the FBG CWE can provide an alternate work location where children are not present during any part of the day, the employee may be assigned to that location temporarily. This will be considered on a case-by-case basis and determined at the discretion of Director.

FBG CWE will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

FBG CWE will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report.

Employees indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Employees cleared of the accusation by Child Protective Services and/or found innocent of criminal charges can be returned to their position on the first business day following receipt of documentation proving charges/investigations are closed.

Policy: Universal/Standard Precautions

Policy No: 3.6

Employees are required to use Universal/Standard Precautions when handling blood and other potentially infectious materials (OPIM), or when it is reasonably anticipated that contact with blood or OPIM will occur. Other potentially infectious materials (OPIM) include any bodily fluids which visibly contain blood, semen, and vaginal secretions.

Universal/Standard Precaution Procedures involve the use of protective barriers (latex or vinyl gloves and CPR guard) when it is reasonably anticipated that an employee may have contact with blood or other potentially infected materials (OPIM). Examples of when Universal/Standard Precautions should be used include but are not limited to cleaning up blood, OPIM or unknown substances or spills, cleaning broken glass and/or other sharp objects, giving first aid to another person, changing a diaper or assisting in toileting.

Employees who fail to use Universal/Standard Precautions EVERY TIME it is warranted will be subject to disciplinary action up to and including termination.

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:
 - Use antibacterial liquid soap and scrub hands for 1 minute.
 - Scrub tops of hands, palms, between fingers and under nails.
 - Rinse under water with hands pointed down.
 - Dry hands with paper towels.
 - Turn off the water faucet with a towel before disposing of it.
2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on your hands. If skin contact is made with these substances, wash the affected areas with soap under running water and immediately report the Exposure Incident to Director or Assistant Directors.
3. Follow the Diaper Changing Procedure every time a child's diaper is changed.
4. Change gloves after contact with each child. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a plastic bag. Tie the bag securely.
6. Supervise toilet trained/training children to ensure that they wash their hands well after using the rest room.
7. Wear disposable gloves when assisting a toilet trained/training child during toileting routines.
8. Clean up blood, OPIM and unknown spills on surfaces with 1-part ordinary household bleach diluted in 10 parts water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant, and hydrogen peroxide can also be used.
9. Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency.

Policy: Wages and Salaries

Policy No: 4.0

To attract and retain a qualified and motivated staff, FBG CWE believes in offering fair and competitive salaries commensurate with levels of experience, educational skills and abilities. Differing job requirements determine rates of pay for the various positions throughout the program and pay rates for an employee must fall within guidelines established by the Director.

A pay scale is available upon request.

Policy: Overtime

Policy No: 4.1

All Employees of FGB CWE are designated as “non-exempt” employees as determined by the Fair Labor Standards Act. This policy addresses payment for overtime for non-exempt employees.

The nature of the duties and responsibilities of some non-exempt employees may require overtime work from time to time. Overtime work should be considered an exceptional situation.

Policy: Timekeeping

Policy No: 4.2

Staff members are expected to clock in upon arriving to work and to clock out when leaving. This involves not only clocking in when coming to work at the beginning of the day and clocking out when leaving in the afternoon, but staff members are also required to clock out when they leave campus temporarily for any non-work related business (i.e., doctor appointments, attending events at other schools, errands, lunch, etc.) Any time a staff member leaves campus during a work day, the Assistant Director in charge of substitutes MUST be notified, even if a substitute is not required.

If you clock in or out incorrectly or forget to do either, immediately send an email to the Payroll Administrator and she will get the times corrected for you.

It is the Teacher’s responsibility to check and approve their times each week and at the end of a pay cycle. If there are errors be sure you let the Payroll Administrator know asap so that your pay will be correct.

Policy: Performance Evaluation

Policy No: 4.3

Employee performance evaluations are an important means of maintaining quality standards of education and childcare. Evaluations are used to commend staff members for their effectiveness and conscientiousness, and for discussing aspects of job performance needing improvement. Performance evaluations are based upon the employee's demonstrated ability to adequately meet the duties and responsibilities set out in the job descriptions pertaining to their job. Performance evaluations are conducted in a conference of the employee, the Educational Coordinator, and the Director at the conclusion of the probationary period and annually, or as needed for returning employees.

Policy: Pay Periods

Policy No: 4.4

All employees are paid by direct deposit. Paychecks are issued bi-weekly.

Policy: Work Related Expense Reimbursement

Policy No: 4.5

When requesting reimbursement for purchases, employees will be required to submit a Reimbursement Form to the Finance Director within 60 business days following the purchase. Employees must attach original receipts to the Reimbursement Form. Failure to submit a Reimbursement Form and/or original receipts in a timely manner may result in denial of reimbursement. ***No receipts over 60 days will be accepted.***

Employees who fail to complete or who falsify the Reimbursement Form may be subject to disciplinary action up to and including termination and possible criminal penalties.

Failure to attach original receipts will result in a delay and/or denial of reimbursement of expenses.

HOLIDAYS

The FBG CWE calendar will loosely follow the local area school district calendars for holidays with adjustments as needed.

LEAVE: SICK/PERSONAL/DEATH IN THE FAMILY

In the event of sickness, need of personal time off or bereavement, notify the Sub Coordinator. She will place the time-off on the calendar and notify the Admin Team. The time will be granted without pay.

TIME OFF WITHOUT PAY

Every effort needs to be made to schedule time off during holidays and summer months. Any time taken will be taken into consideration during employee performance evaluations.

TUITION DISCOUNT

Staff members are offered discounted tuition for their children to attend our preschool. Employees working three days a week will receive a discount of 50% for their oldest child, and a 25% discount for each additional child enrolled. This discount is extended to the Administration, Teachers, Aides/Substitutes, and Pastors.

Policy: In-Service/Staff Meeting**Policy No: 5.1**

All Employees are required to attend all In-Service and Staff Meeting days. If you are going to be absent for any reason, notify the Sub Coordinator and your EC as soon as possible.

In-service days are times when important information is disseminated to employees. It is also a time of planning for teachers and for aides to support with copying, cutting, etc.

Childcare will be provided on these days. However, you must let the Childcare Coordinator know if your child will be attending childcare prior to the event.

Policy: Jury and Witness Duty**Policy No: 5.2****Jury Duty:**

When a leave of absence must be taken for jury duty, FBG CWE will recognize this leave without pay.

Employees must notify the Sub Coordinator and their EC as soon as possible after they receive notice that they have been called for Jury Duty. A copy of the official request to serve should be provided to the Sub Coordinator/Finance Director upon notification.

Witness Duty:

When a leave of absence must be taken to answer a subpoena in court, FBG CWE will recognize this leave without pay only when the employee is not financially involved in the outcome of the case. Proof of the subpoena must be submitted to the Sub Coordinator/Finance Director as soon as possible following service upon the employee.

VOLUNTARY TERMINATION

Notice of resignation tendered by an employee must be in writing and delivered to the Director at least two weeks in advance of the effective date. A departing staff member is expected to bring all work up to date to permit a smooth transition. A dollar amount will be assessed for any damaged or missing materials and will be deducted from the staff member's last paycheck. Failure to submit a letter of resignation may result in an employee's final check being held for two weeks.

INVOLUNTARY TERMINATION

FBG CWE reserves the right to terminate the employment of a staff member without formal notice in unusual but necessary circumstances. However, in most cases, when the work of a staff member appears to be unsatisfactory, the Director will prepare an evaluation, provide a growth plan with a timeline, and review it with the employee. The plan will allow a reasonable opportunity for improvement, not to exceed one month. Following this growth plan period, the Director may give the employee two weeks' notice of dismissal. If given the opportunity, the staff member may choose to work during the notification period. Depending upon the reasons and circumstances for termination, FBG CWE is not required to give staff members advanced notice of termination or pay in place of advance termination notice.

EXPLANATION OF INVOLUNTARY TERMINATION

FBG CWE will terminate a staff member from employment only after considering all circumstances and factors involved. The following is a list of reasons and/or circumstances that may cause or lead up to the termination of employment.

- Unsatisfactory job performance
- Failure to meet conditions of employment and expectations of job description
- Abuse of personal leave, excessive absences or tardiness as defined by FBG CWE
- Sufficient cause as determined by the Director, (i.e., violation of FBG CWE policy and/or Texas Department of Family and Protective Services licensing standards, repeated insubordination, suspicion of abusive behavior, etc.)

The Director will make every attempt possible to alleviate the problem through conferences and/or disciplinary procedures. However, some situations may require immediate termination of employment without notice, such as:

- Deliberate discrimination against anyone associated with FBG CWE.
- Conscious damage to school property or the personal property of children or other staff members
- Intimidating, threatening or forceful behavior toward another staff member or child
- Excessive absence without prior permission from the Supervisor
- Continual absenteeism or tardiness

- Deliberate malicious gossip or verbal attacks on anyone associated with the school
- Providing fraudulent information on employment application with school
- Failure to provide continuous and adequate supervision of children
- Any other form of behavior determined by the Director as highly inappropriate, improper, immoral, or unethical
- Striking or abusing a child, humiliating a child, endangering the life of a child, withholding food from child as punishment
- Sleeping during working hours

Code of Conduct

Policy: Confidentiality

Policy No: 7.0

It is important that staff members maintain professional attitudes regarding information about children, their families, and FBG CWE personnel. This information is not to be discussed outside the preschool under any circumstances. If you are in doubt about any situation or policy, ask the Director for guidance.

Policy: Supervision of Children

Policy No: 7.1

Supervision of children is a priority! Employees are required to conduct classroom and playground activities to always ensure the safety and supervision of the children. Don't let the desire to socialize with your co-workers interfere with your responsibility to provide accurate supervision. All staff members have the responsibility for supervising all children in the school whether they are in your group or not. Staff must know where the children in their group are always as well as the exact number of children for which they are currently responsible. Staff must have the ability to supervise children by sight and sound.

Policy: Personal Appearance

Policy No: 7.2

Those working in the field of early childhood education desire to be viewed as professionals. To enhance this perspective our program sets a standard of dress for working with preschool children. By nature of its ministry and location, our program is visited daily by many people – male, female, parents, and visitors. Many will form opinions about the program based on the way employees are dressed. An employee who wears inappropriate clothing will be sent home to change. The time away will be considered leave without pay. Failure to comply with the dress code will result in corrective measures. Staff members should look professional and always maintain a neat and modest appearance.

As a warning: Please keep the children in mind when you wear jewelry. They grab at necklaces, bracelets, and earrings and each of these contain small parts which when broken can cause a choking hazard; not to mention very painful ear if the earrings are pulled out!

Our goal is that staff will moderate themselves and exercise good judgement in choosing appropriate clothing for the work environment. Some examples of appropriate clothing are:

- Pants
- Jeans
- Capri pants
- Long Shorts
- Nice T-Shirts
- Leggings covered by a top that reaches the mid-thigh and covers the rear

Some examples of inappropriate clothing are:

- Jeans with holes above the knee
- Tanks tops/spaghetti strap tops
- Low cut tops
- Shorts that are more than 3 inches above the knee

* Outdoor Classroom Teachers are allowed to wear athletic shorts and casual T-shirts.

Policy: **Smoking, Drugs, & Alcohol**

Policy No: **7.3**

Alcohol and drugs of any kind (except for valid prescription or over-the-counter medication) are absolutely prohibited on school property; however, make sure that your purses or bags that have prescription medication are stored on a high shelf in a lockable cabinet, safely out of the reach of our students. Use of alcohol, or illegal drugs in or near the center is grounds for immediate termination. Smoking, while discouraged, is permitted in the designated smoking area on the south side of the facility (end of the Pre-K hallway) and away from the building.

Policy: **Food & Drink**

Policy No: **7.4**

Staff may not take personal meals or snacks to the playground area. Beverages must always be in non-breakable containers with lids.

Policy: **Cell Phones/Electronic Devices**

Policy No: **7.5**

Staff members should be free from activities not directly involving the teaching, care, and supervision of children. Make sure that anyone needing to reach you in an emergency has FBG CWE's number: 512-943-8103.

Regarding outgoing calls, the telephones at FBG CWE are for business use. These phones or the employee's cell phone may be used on a *limited* basis during breaks for personal calls. Staff members are encouraged to make personal calls at home. Only emergency or work-related calls should be made during working hours. Avoid receiving personal calls while at work, unless on a break.

Users of social networking sites such as Facebook, Instagram, Snap Chat, Twitter, etc. should not post any content in relation to FBG CWE, the employees, families or children involved in the program.

- Do **NOT** post pictures of the school or of your students.
- Do **NOT** mention names of students or of staff.
- Do **NOT** post any messages during school hours.
- Be **WISE** about what personal content you post – this includes political or divisive comments.

Violations of this policy may result in disciplinary action or termination.

Let's make sure that the words, pictures and "likes" we post reflect the image of Christ in our lives to our students, their parents, our co-workers, supervisors and our church.

Policy: Personal Appointments**Policy No: 7.6**

All personal appointments should be made during off-duty hours. In the rare event that is not possible, the employee must let the Sub Coordinator as well as their EC know as soon as possible.

Policy: Grievance Policy & Procedures**Policy No: 7.7**

Any employee with a concern about some aspect of classroom operation or policy should first discuss the matter with the employee responsible for that classroom. If the parties cannot resolve the concern independently and to the satisfaction of the concerned employee within 48 hours, either or both of the parties may bring the matter to the attention of the Educational Coordinator. If that has not been resolved in 48 hours, either or both parties may bring the matter to the attention of the Assistant Director. If you still need help resolving the issue after another 24 hours, either or both parties may bring the matter to the attention of the Director.

Any employee with a personal problem, question, or other concern, including one of unfair treatment, discrimination, or sexual harassment should discuss the matter with their Educational Coordinator or their Assistant Director. ALL staff members should avoid discussing their concerns with any person not directly involved in the concern.

Every effort is made to minimize misunderstandings and disagreements. Staff members are encouraged to openly discuss work-related problems with their Assistant Director and/or Director in a professional manner.

The Director and Assistant Directors are available to provide assistance and clarification of FBG CWE Policies.

Policy: Classroom Management and Activities**Policy No: 8.0**

SUPERVISION OF CHILDREN

Children are to be supervised at all times! Each employee needs to know where their children are at all times and to work together with all staff to ensure the safety and well-being of the children.

All Teachers must leave a note on their classroom door stating the location of their class. Teachers are responsible for changing the note if the class location should move to a different place during the time they are away from the classroom. The teacher will always remain with the children, including naptime, unless relieved by another teacher.

COUNT, COUNT, COUNT! Count the children before leaving the room and when you arrive at your destination, when you leave that location, and again when you arrive back at the room. Make sure you have every child when you return to your room.

DISCIPLINE/GUIDANCE

The basic philosophy and policy at FBG CWE is that children need positive guidance rather than punishment. Children are learning to develop their own inner controls, and it is the responsibility of the staff to guide them in the process. Limits (the rules of the classroom) are explained to the children and applied consistently. When children overstep these limits, positive guidance techniques are used. These include redirection to another activity or brief separation from the current activity. If separation is used, the child should remain in the vicinity and the child should determine when he/she is ready to rejoin the activity.

No physical punishment such as spanking, hitting or shaking is allowed. Children are not to be shamed or made fun of by other children or adults.

Aggressive behavior in children must not be overlooked because it sends a message to children that aggressive behavior is acceptable. A child needs to know that it is never “okay” to hurt another child or adult. Children need help in making their wants and needs known verbally. Employees should help children to express their feelings and wants with words.

ARRIVAL AND DEPARTURE

Staff Members Children

All children of staff members will go to early room at 8:15 a.m. in their assigned location unless otherwise informed. No food is allowed in this area. In the afternoon, children of staff members will go to their assigned late room until 2:15 where their parent will retrieve them.

All Other Students

In the mornings, children should not be dropped off in classrooms before 9:00 a.m. In the afternoons, if a child has not been picked up by 2:05 p.m., the Teacher in charge of the child should bring him/her to the preschool office and inform the preschool office staff of the late pick up of the child. Children cannot be left alone in the office. The Director or Assistant Director must be present. The Director or Assistant Director will immediately email the Finance Director the name of the child and the actual pick-up time. Fees will then be assessed to the parent.

All children should be sent home reasonably clean each day.

GREETING CHILDREN

Children and parents are to be addressed by their names and warmly greeting with a smile whenever they enter the class. Music playing quietly in the background is recommended.

CLASSROOM SCHEDULES

A daily activity schedule should be developed for each day of class and posted in the room for parents, substitute Teachers, and other room visitors to see.

CURRICULUM/LESSON PLANS

Our goal for each child is to work at their developmental level and to enable them to reach their full potential. The school seeks to help each child develop socially, emotionally, physically, cognitively, and spiritually. Children learn by actively exploring their environment. Each classroom is set up with learning centers. In order to assure continuity of the planned program for each classroom, weekly lesson plans must be made available for the Projects/Curriculum Assistant to review and for substitutes to use. Lesson plans are to be developed around the units for each age level. Interest centers are to be enhanced weekly and are to correlate with the unit themes or to encourage the development of specific skills.

Lesson plans are to be turned in by the Thursday following the Monday Staff Meeting.

TRANSITION TIMES

Transition times can be difficult for both staff and children. Make waiting times as short as possible. During “wait times” creativity should be used. Finger-plays, songs, stories and games are acceptable transition activities. Always give a five-minute warning to children before changing activities. Be punctual to Specials/Enrichment Activities to avoid cutting into the children’s allotted time for that activity. It is equally important that you be punctual when picking your class up from Specials/Enrichment Activities.

CLASSROOM INFORMATION

Each classroom needs the following items posted in a conspicuous place for parents, substitute Teachers, and other classroom visitors to see:

- Daily activity schedule
- List of Students by first names (last initial, if duplicate names)
- Allergy list for students on red cardstock (even if there are NO allergies in the classroom)
- Special dietary needs of students
- Rest mat map
- Substitute/or temporary relief Teacher log (Assistant Director will provide)
- Evacuation notice (make sure there is one posted!)

Additional information, including who is authorized to pick each student up from school should be noted on a substitute information sheet (or on your Go-Bags.)

CLASSROOM DAILY NOTE TO PARENTS

Teachers (of infants and toddlers) are to use the parent engagement app to inform parents of the highlights of the day in the classroom. These notes are to be sent to the parents at the end of each day.

ECs will send a weekly note to parents on Thursdays.

CHANGE OF AND RECORD OF CAREGIVERS IN THE CLASSROOM

1. Substitute Teachers should sign in and out on the substitute/or temporary relief Teacher log.
2. Additionally, throughout the day, if one staff member relieves another for any reason, the person covering the classroom should also sign in when he/she come in and sign out when he/she leaves.
3. The Teacher who is leaving is expected to provide the incoming Teacher with
 - a. Any significant information about a child (illness, injury, etc.) which needs to be reported to the parent,
 - b. An exact count of the children in the room at the time the shift change occurs.

All children play outside each day except when there is lightning within 10 miles of the school, or another hazard is noted. Children are to be supervised at all times. When leaving the classroom, staff should be sure all children have had an opportunity to use the restroom and are dressed appropriately for the weather. Staff members need to assist the children in preparing for outdoor play. Staff members must use good judgement and accept responsibility for making decisions about when children need to wear their jackets, coats, hats, mittens or other items outside.

Important learning takes place on the playground. Staff members need to interact with the children. The staff is to circulate so all the children are in view. A staff person is to be close by to help, if necessary. Duty during playground time requires the active participation and engagement of all the staff members present.

Additional outdoor play guidelines:

1. The equipment will be unlocked each morning. Each afternoon it will be locked. Each group will help cleanup at the end of outdoor play time.
2. No children are allowed in the storage sheds.
3. Children must stay in the fenced playground area but should not be allowed to go behind or beside the shed where they cannot be seen and supervised.
4. Trash is to be placed in the trash receptacle.
5. Do not let children climb on, kick, tear doors off, or engage in any similar rough play with the playhouses.
6. Teachers are not to take work, magazines, etc. out on the playground. This is a violation of State Licensing Standards. It detracts from the careful supervision of and interaction with the students. Teachers are not allowed to sit down on the benches during outdoor time.
7. If one verbal re-direction is not sufficient in correcting a child on the playground, the Teacher should approach the child and use more effective techniques, such as motivation and positive reinforcement through verbal cues.
8. Maintain ratios on the Outdoor Classroom if a teacher needs to leave the area for any reason.
9. You are scheduled so that there will always be two teachers on the playground/playscape. It is imperative that you stick to your schedule!

INDOOR PLAY

Teachers must sign up with the E3 Receptionist to use the Indoor Playground.

When students enter the indoor playground in Building E3:

- Their shoes must be removed and kept in a nearby basket. It is preferred that socks stay ON, if they wear socks to school; it is more sanitary and makes the end of recess a lot easier.
- There is no running allowed due to the tight spaces. Running children could run into each other or the rock walls.
- No food or drinks are allowed in the indoor playground.
- The Big Green Slide outside the playscape that goes downstairs is off limits while the students are in the care of FBG CWE.
- Teacher supervision may not include sitting down or the use of a cell phone.

This Confidentiality Policy has been adopted to ensure confidentiality and protection of individual rights of privacy for children, families, and employees of FBG CWE. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee's responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families and other employees extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Employees must be diligent in their efforts to maintain confidentiality and should be aware that there are job related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual employee and the agency.

Confidentiality of Children's and Families' Information:

- a. All children's records must be locked in a secure file.
- b. Access to children's records is limited to employees with a "need to know."
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families' private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- g. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- h. All requests for release of information shall be directed to Director or Admissions Coordinator.
- i. Information will only be released to persons outside of FBG CWE with the express written consent of the child's parent or legal guardian.

Confidentiality of Employee's Information

- a. All employee records must be locked in a secure file.
- b. Access to an employee's records is limited to appropriate supervisory employees.
- c. An Employee's record must not be removed from the center.
- d. An Employee's record must never be left out on desks, tables, etc. where other people may have access to them.

- e. An Employee's private information must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information, that is confidential.
- f. Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- g. Information and documents, which are considered to be confidential include, but are not limited to medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- h. All requests for the release of information to persons outside of FBG CWE shall be directed to the Director.
- i. Information will only be released to persons outside FBG CWE with the express written consent of the employee.

Confidentiality Related to Proprietary Information

FBG CWE has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything, which the company designs, produces, implements, and markets is treated as Proprietary Information, also called trade secrets. This includes, but shall not be limited to, the agency's client list, employee list, curriculum, philosophy, mission statement, personnel policies, and parent handbook.

No employee should discuss proprietary information with other employees in any public place where it is possible they could be overheard. Employees must understand that it is not only their duty to protect FBG CWE's proprietary information during their term of employment, but the legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains proprietary information at the time of separation. FBG CWE is ready and willing to enforce this obligation through all available legal remedies, as necessary.

Violation of Confidentiality Policy

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action up to and including termination. In addition to job related consequences, the employee/volunteer may face possible civil liability for their actions.

Policy: Outside Employment

Policy No: 10.1

Employees of FBG CWE are prohibited from accepting any employment from any client/family of FBG CWE.

Employees are specifically prohibited from accepting employment as a babysitter from any client of FBG CWE.

Violation of this policy will result in disciplinary action up to and including termination.

- Children should be encouraged to clean up the toys in order to learn to be responsible for the orderliness of the room.
- Toys need to be returned to their proper place.
 - Blocks need to be stacked orderly on the shelves.
 - Puzzles need to be worked and all pieces accounted for.
 - Manipulative and games need to have all their pieces and be put in containers ready to be used the next time.
- Teachers are ultimately responsible for checking all areas of their room for pieces.
- In the Toddler area, all toys and equipment must be sanitized daily.
- In all other rooms, toys and equipment must be sanitized at least once a week.

Children should have a scheduled rest time. A nap mat map is to be posted in your room. Mats are sanitized each day. Students nap mat covers should be sent home daily to be laundered or brought back the next day. Children will keep shoes on during the rest time.

Rest time is a pleasant, wind-down time. Staff members can help children relax for rest by planning wind-down activities such as reading a book, playing soft music or taped stories.

Not all children will sleep; however, all must rest. Nap time is adjustable to the age of the child. If a child repeatedly seems to require more sleep than the time that is allotted, it should be reported to the parents who may want to put the child to rest earlier at home.

The following rest schedule is to be observed. These are minimum and maximum guidelines:

Toddlers	90 – 120 min	Threes	45 – 60 min
Twos	60 – 90 min	Fours	30 – 45 min

Employees should check with the Assistant Director if there are any questions about these procedures in regard to an individual child. Teachers need to wake children by 1:45p.m. so that you might assist them in using the toilet, washing hands, and preparing for parent pick-up.

- Classroom materials should be on open shelves accessible to the children.
- Weekly rotation of toys and equipment is encouraged in order to provide a variety of opportunities for the children and to effectively utilize the equipment.
- All toys to be placed back in the Resource Room are to be set outside of your classroom door every Thursday by 12:00pm. Any toys not put out by 12:00 will continue to be checked out in your name until they are returned.
- Before returning toys, count all pieces and return “reset” or as you checked them out.
- Art or other supplies can be placed outside your room each day by 1:00 for the aides to pick up and put away. Requests for supplies and reports of any equipment in disrepair should be made in writing to your Assistant Director via your Aide/EC.

The FBG CWE staff members are responsible for helping keep all areas of the preschool clean and tidy. If you get something out, please make sure it gets put away when you are done so that it will be available to the next person who would like to use it.

Please remember that our classrooms are part of the facility that we share with FBG. Be mindful of the facility guidelines posted in each classroom.

Policy: Parent Communication**Policy No: 14.0**

VISITORS

Activities should be disrupted as little as possible. Staff members are to continue with their regular classroom responsibilities and focus on the children. If a parent needs to have a conference, arrange a time away from the classroom. Staff members should be careful not to divulge confidential information about children and their families. Do not discuss a child’s behavior in the presence of other children or other parents.

On occasion, teachers may have personal visitors join the classroom for a special event or just to meet the children. Staff visitors are to check in at the office. They are not allowed in the classroom without clearance from the office.

The teacher’s first obligation is to his/her class.

Mothers will be allowed to nurse their children during school hours in a quiet location provided by the school. As an alternative, we will provide a place to store breastmilk for the day while the child is in our care.

DAILY COMMUNICATION

Staff member’s daily contact with parents is an important link between families and FBG CWE. It is important that communications are sincere, responsive and professional. Staff members should be prepared to answer parents’ questions or if appropriate, refer them to the office staff.

Staff members are to be alert to the special needs of our families and are to relay information about illness, hospitalization, death, or other significant circumstances to the Assistant Director and Director.

Staff members are encouraged to message and send pictures daily to parents in the hopes of establishing a good rapport. Staff members must assume responsibility for preventing “hallway conferences” when their full attention is to be given to the class or when a child is listening. A conference may be initiated by either a child’s parent or a staff member.

Teachers are to make provision for ongoing communication with families. Methods of communicating include:

1. Daily messages through the parent engagement app.
2. Newsletters or notes sent home with students’ work in their folder
3. **DO NOT** using social media sites for communication with families. Social media sites that should NOT be used include Facebook, Twitter, Instagram or any other internet publication site not approved by the Director.

Teachers of younger children need more written daily communications to parents than do teachers who work with older children. Toddler teachers are required to send information home about each day. Two’s through Kindergarten are required to send weekly classroom/school updates and pictures of children at least twice a week.

OPEN HOUSE – MEET THE TEACHER

FBG CWE has Open House at the beginning of the fall term. All Teachers are required to be present to give information to the parents about their child’s classroom and meet the children before the first day of school.

Policy: Guest Speakers

Policy No: 15.0

All guest speakers need to be coordinated through the Assistant Director of Special Projects who will place the activities on the on the FBG CWE Calendar.

Guest speakers are used to bring variety and enrichment into the classroom. Some guest speakers are used school-wide and others only with a particular class or age level. Ideas for speakers include community helpers, musicians, parents, other teachers, or similar positive role models.

Use of television and movies is extremely limited at our school. Any program shown to the student should be previewed and determined to be appropriate. Only G rated movies may be shown. Please post the movie for parents at least 24 hours prior to viewing.

For two year old classes, the show should be no longer than 15 minutes. For three year olds, Pre-K and Kindergarten classes, the movie should be no longer than 30 minutes. If the show is longer than these time periods, it may be shown in two consecutive viewings. Special days (i.e., after party day) will have some exceptions, please talk to your Assistant Director on these days.

Classes are not to be combined for any viewing purposes except on “Special” occasions in the theatre room, with administrative team permission.

Whenever a movie is being played in a classroom, an optional activity should always be available to the students. No child is required to view the program.

It is important for the teachers to discuss what is viewed with the children. It may be a review of what happened in the story, a discussion of what is real vs. pretend, an explanation of an incident, of a discussion of feelings. Having these discussions with the students will help him/her to develop critical viewing skills.

Requests to use equipment and/or to play a movie in a classroom should be made at least one week in advance. In some cases, the Director may require that teachers obtain parental permission for each child before the movie is shown.

Teachers must take responsibility for ensuring that equipment and/or movies are promptly returned to the appropriate storage area.

Movies are not to be used during rest time.

Policy: Music Guidelines

Music played in the classroom should be appropriate for use in a Christian preschool. Some examples of what would be appropriate are: children’s songs, classical music, or Christian music, and only Christian radio stations.

Some examples of what would not be appropriate are: songs with inappropriate lyrics, or secular radio stations that may play songs with inappropriate lyrics or commercials that contain messages that are not appropriate for children.

TREATS

Teachers are not to give children food, candy, gum or drinks, either as a gift or as a special treat without first checking with the Director or Assistant Director. Treats are not to be used as a reward for performing routine tasks.

LUNCH

A well-planned schedule will ensure that the children have a brief period of relaxation before eating. Tired, tense or overly active children do not eat well.

Students and staff members are to wash their hands before lunch. Teachers are asked to help children pray before their meal.

Teachers should avoid having to leave the assigned area to secure their own meal and are encouraged to have a meal packed and be ready to eat with their students. If help is needed, the aides are available for limited assistance but should not be expected to cover for long periods of time.

Lunch is a time for the students and their teachers to come together, enjoying conversation and a meal. Children should be encouraged, but not forced to try to eat their lunches. Food may never be used as a reward or a punishment for a child's behavior.

Teachers will be responsible for addressing the issue of lunches if a non-nutritional lunch is consistently provided.

NO exchanging of food is to be allowed, due to unforeseen allergies.

Health & Safety

Children are not allowed to leave FBG CWE without proper authorization. Children will only be released to a person that the Teacher identifies as having authority to assume responsibility for the child. If the Teacher does not recognize the adult or if when doing so realizes that the adult is not or is no longer authorized to pick up the child, the child is NOT to be released. The Teacher is to notify the office and is to send the unauthorized adult to the office for further clearance. A list of the persons approved to pick up the child is on the BW app.

When a parent or guardian is unable to pick up the child due to unforeseen circumstances, a written email or Brightwheel message to the Admissions Coordinator must be received so that proper authorization given to the individual picking up the child.

If an unknown person comes to pick up a child, all employees must verify that the person is authorized to pick up the child and must check the person's identity using a valid driver's license.

A child may not be released to a person who appears to be intoxicated or who is exhibiting questionable behavior when arriving to pick up a child. Such behavior should immediately be reported to the Director.

Policy: Illness**Policy No: 19.1**

The illness policy is contained in the FBG-CWE Parent Handbook which is distributed to all parents through the school website: www.fbgweekday.com

When in doubt about illness, Teachers should refer to this policy for clarification. All dismissals due to illness are to be made at the discretion of the preschool Director or Assistant Directors.

Policy: Medication**Policy No: 19.2**

No oral medication is to be administered by a staff member at any time. Failure to follow this policy may result in dismissal. Any approved medication to be given by an administrative staff person must be signed in each day on the daily Medication Log which is kept in the preschool office. Medicine must be in the original container and labeled with the child's name. All medication must be brought on a daily, one dose basis.

Policy: Handwashing**Policy No: 19.3**

Staff members must maintain good hygiene standards by washing their hands after assisting a child with toileting, diapering, wiping noses, or handling food. Staff members should model good health habits. Students should wash their hands after using the toilet and before eating. Hands and faces should always be clean! All staff members will wear gloves when diapering and assisting with toileting in addition to hand washing.

Policy: Accidents**Policy No: 19.4**

All injuries should be tended to promptly. An accident report is to be sent on the parent engagement app. When reporting injuries, it is imperative that the reporting staff member recall details including time, place, circumstances. The teacher that oversees the child during the accident is responsible for completing the accident report. (i.e., if an accident occurs during music, the music teacher must complete the report.) If necessary, the teacher should call for classroom coverage to complete the report privately, quickly and completely before the end of the school day in which the accident occurred.

In case of a minor accident, staff should remain calm while working quickly to assess the situation and apply simple first aid. First aid supplies are in the office and resource rooms. The injury is not to be discussed in the presence of the injured child.

If a serious injury is suspected, the child should not be moved, and medical assistance should be summoned. In this case, after medical assistance has been summoned, the Director and Assistant Director MUST be informed.

If any injury has blood present, latex gloves should be worn by the staff person to treat the injury. The latex gloves are to be discarded after each use. This policy is to prevent any spread of blood-borne pathogens.

Policy: Students With Special Needs**Policy No: 20.0**

FBG CWE will comply with the Americans with Disabilities Act to the extent that it is physically and financially possible to do so. When accepting a child with special needs, the following guidelines will be followed:

STATEMENT FROM A PHYSICIAN

FBG-CWE requires a statement from the physician stating that the student with special needs may participate in the activities of the school in a classroom with the defined ratios for that classroom.

CONFERENCE WITH TEACHER(S)/PARENTS/DIRECTOR

Before a student begins attending FBG-CWE, the child's parents, teacher(s), and the Director will have a meeting to discuss the child's special needs and how we will work together to help the family. FBG-CWE must have a copy of the medical information and be a part of the plan for the well-being of the child.

Emergency Preparedness

Policy: Emergency Go Bags

Policy No: 21.0

Each classroom has an Emergency “Grab & Go” Bag. These bags contain a variety of items that could be very useful in the event of a true emergency, including care items like tissues, wipes, diapers (for the younger classes), hand sanitizer, and a simple First Aid Kit. There are also some logistical items like a flashlight, a light stick, a metal whistle with a lanyard, a pen, paper, and a couple of “Incident and Illness Report” forms. A few items to entertain children such as books, crayons and a coloring book are also included.

The following few bag items are of particular importance:

- **Copies of student information sheets** – These will have family/emergency contact information. Each classroom teacher is responsible for making sure these are placed in the bags within a reasonable time after the beginning of school. The aides may be able to help the teachers, but it is ultimately the responsibility of the classroom teacher to make sure these are done and kept up to date. Information sheets can be minimized and copied front/back, laminated and bound with a ring to make a more compact reference.
- **Red/Green laminated communication card** – This simple card will act as the primary quick communication device during an emergency drill. When the class reaches its safe destination, their teacher should hold up the green card to let the Director or Assistant Directors know that all of the students in that class are accounted for. If students are not accounted for, the teacher should hold up the red card to let the Director or Assistant Directors know that immediate help is needed to find the missing student(s) and get them to safety.
- **Flashlight with batteries** – Each staff member who is issued a White Bag is responsible for checking each month to make sure the batteries in the flashlight are still working.
- **STUDENT MEDICATIONS and FARE FORMS**

The Emergency Bags should go everywhere your class goes, to the playground, to the gym, to music, to chapel, fire drills, etc. This is why it is imperative that the actual classroom bag follows the children!

Because these bags need to be a reliable resource for our school, it is important to keep the bags up in a cabinet or on a high shelf where the student would not be tempted to “explore” the bags’ contents. All Emergency Bags need to be stored out of reach of the children.

EMERGENCY BAGS ARE NOT TO BE CARRIED BY STUDENTS!

Policy: Fire

Policy No: 21.1

FBG-CWE will have a fire drill each month at various times of the day. These drills are to be viewed as seriously as if there were an actual fire and all children are to be exited quickly from the building.

Each room has an emergency fire evacuation plan posted near the door showing an exit path from the room. Staff members should be familiar with escape routes and talk with the children about them.

A discussion focusing on an emergency escape plan should inform, but not frighten the children. The signal for a fire alarm is the alarm system being activated. Each staff member must make sure that the children in their care get safely outside and away from the building within three minutes. Teachers are to bring their classroom Green Bag with them.

Teachers must account for all children under their care. If a teacher can account for all the students in his/her class, he/she should hold up the green side of the paper from the Emergency Bag to signal that all children are accounted for. If a teacher cannot account for all the students in his/her class, he/she should hold up the red side of the paper to signal that immediate help is needed to locate the missing student(s).

All children must be supervised outside until the “all clear” sign is given to re-enter the building. Fire extinguishers are available in the hallways and the kitchen in E3.

Any person who discovers a fire is to notify the office immediately so that the evacuation procedure can be initiated.

Policy: Tornado

Policy No: 21.2

FBG-CWE will have a practice tornado drill every quarter.

In the event of a tornado warning in which taking cover is advised, the Director will announce the alert. Teachers will then take the children in their care to the designated tornado shelter. Teachers are to bring their classroom Emergency Bags with them.

All Teachers and children should protect themselves once they are in their designated shelter area by:

1. Sitting on the floor, face turned down.
2. Drawing their knees up under them.
3. Covering the back of the head with their hands.

Children must be closely supervised in their designated tornado shelter area until the “all clear” signal is given. Teachers are to keep children calmly reassured.

Policy: Evacuation – Alternative Safe Locations

Policy No: 21.3

In the event of emergency evacuation, the center will follow the directions of the Williamson County Emergency Plan. The Director will inform the staff that Emergency personnel will supervise the evacuation, but the Director and Teachers will remain in charge of the children in their care, both during evacuation and in the relocation center.

Teachers will see that the children are dressed appropriately (if there is time). Teachers and children will exit the building, taking attendance sheets, name tags, and critical supplies. FBG-CWE records and forms that are necessary for information or authorizations relating to the children’s welfare will be taken by the Director to the relocation center.

Information on where the group has been taken for relocation will be posted on the doors of FBG CWE. Children will be taken to either the west side Fire Station #5 located at 3600 DB Wood Rd or to the east side, Fire Station #1 located at 301 Industrial Ave. Children will be released only to persons authorized for pickup under normal FBG CWE operations. Children will be signed out on a record sheet when they are picked up.

Policy: Smoke Detector**Policy No: 21.4**

Teachers in Building E1 will be responsible for checking the smoke detectors monthly and recording it on the smoke detector sheet located in each room. This should be done on the first of each month.

Policy: Audio and Video Surveillance**Policy No: 22**

Cameras are located throughout the buildings at each location in all public spaces indoors and outdoors. Employees are strictly prohibited from blocking, moving, or dismantling any camera installed on the property. Employees are also prohibited from intentionally hiding from camera view when performing job duties throughout the property. These cameras are primarily used to ensure safety and security for employees, children, and visitors. Signs are posted at each site that indicate cameras are present throughout the buildings, and by entering, employees and visitors are accepting that they are being recorded by video and audio surveillance.

The cameras have an internal video and audio surveillance system which can record up to 30 days of footage. These recordings are the sole property of FBG CWE and can be used for safety, training, observation, and supervisory purposes and as part of evaluation and disciplinary processes during the employment relationship. They may also be used during investigative processes.

Employees are prohibited from accessing stored recording files. Employees are prohibited from granting parents or guardians access to the recording due to the confidentiality of other children and families that may be seen within recording. The Director will make the decision after consulting with legal counsel, to allow parents or guardians to view any video and/or audio recording.

Licensing Inspectors and Investigators from Child Protective Services agencies are permitted access to recordings as part of their investigatory processes; however, any request from an inspector from either organization must be referred to the Director for access to be provided.

Employees are prohibited from recording a replay of stored recordings on any personal device, or organization issued device with the intent to use the recorded replay for personal purposes.



First Baptist Georgetown Children's Weekday Education
1333 W. University Ave, Georgetown, TX 78628 • Phone (512)943-8103 • Fax (512)943-8146

The Personnel Handbook is to be used as the guide in all policy matters affecting First Baptist Georgetown Children's Weekday Education (FBG CWE). This handbook is the property of FBG CWE. The recipient agrees to abide by the rules and personnel policies of the school, as well as by the minimum standards outlined by the Texas Department of Health and Human Services. The recipient is responsible for knowing its contents and updates, for safeguarding it, and for returning any physical copies of it to the Director upon leaving or termination.

I understand that the policies described in the handbook are not conditions of employment and the language does not create a contract between FBG CWE and its employees. FBG CWE reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I acknowledge that I have read the FBG CWE Personnel Handbook, the FBG CWE Parent Handbook and the TXHHS Minimum Standards Handbook. I acknowledge that I am responsible for adherence to the policies and procedures outlined therein, that I have had the opportunity to ask questions about them and that I understand them. I further acknowledge that I agree to abide by and enforce the policies and procedures outlined in the FBG CWE Parent Handbook.

I have attended an Orientation which covered the personnel policies on _____(date)

I have attended an Orientation which cover the Minimum Standards on _____(date)

Signed: _____

Printed Name: _____

Date: _____

I acknowledge the "At Will" status of my employment.

Date

Employee's Signature

Employee's Printed Name

Date

Witness Signature

Witness Printed Name

Position