



Employee Handbook

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WELCOME to TALYA!

Welcome to Taylor Act of Learning (Yeladim) Academy! We are glad to have you as a member of our staff. We recognize that development of the children at our center is directly tied to the quality and development of the teachers and staff who work with our children. You have been selected to join Taylor Act of Learning (Yeladim) Academy because of your desire to grow professionally, genuine love & respect for children, and your desire to teach early learners.

There are no insignificant jobs and position at Taylor Act of Learning (Yeladim) Academy. Each person has a place of responsibility, yet each member may be accountable in differing capacities. Every job is necessary for an effective and efficient operation. Employees are expected to work together in a harmonious and cooperative manner. Furthermore, employees are expected to set an example in conduct and morality.

“Your job is important in the work and goals of TAYLA. We are engaged in the most important business in the world, and you are an integral part of that work.”

TALYA MISSION STATEMENT:

Taylor Act of Learning (Yeladim) Academy’s mission is to provide quality care for children within the City of Cleveland.

ABOUT THESE GUIDELINES:

These guidelines are intended to provide our employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, as it will answer many of the questions concerning employment.

However, this handbook cannot anticipate every situation or answer every question about employment and/or duties here at TALYA. This handbook is not an employment contract and does not create contractual obligations, implied or otherwise.

For TALYA to have the necessary flexibility in the administration of policies and procedures, the management of TALYA reserves the right to change, revise, or eliminate any of the policies or benefits described in this handbook.

GENERAL GUIDELINES

TAYLOR ACT OF LEARNING (YELADIM) ACADEMY – January 2024

AT WILL EMPLOYMENT:

Taylor Act of Learning (Yeladim) Academy does not offer tenured or guaranteed employment. Therefore, Taylor Act of Learning (Yeladim) Academy or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

This at-will employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary.

The contents of this handbook do not constitute the terms of a contract of employment. Nothing contained in this handbook should be construed as a guarantee of continued employment, but rather employment with the Scholar House is to be regarded as an “at-will basis”. This means that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the company, for any reason that is not expressly prohibited by law. Any oral or written representations to the contrary are invalid and should not be relied upon by any prospective or existing employee of Taylor Act of Learning (Yeladim) Academy.

AFFIRMATIVE ACTION:

It is the policy of Taylor Act of Learning (Yeladim) Academy to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits and privileges of employment, compensation, training, opportunity for advancement including upgrades and promotion, transfer, and without discrimination because of race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation.

NONDISCRIMINATION POLICY:

Taylor Act of Learning (Yeladim) Academy maintains a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment with Taylor Act of Learning (Yeladim) Academy is governed based on merit, competence, and qualifications and will not be influenced in any manner by race, ethnic background, religion, gender, age, national origin, sexual orientation, handicap, or veteran status.

All decisions made with respect to recruiting, hiring, training, education, on the job treatment and promoting for all job classifications will be made solely based on individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, and termination of employment including layoff and recall for all employees will be free from any illegal discriminatory practices.

QUALIFICATIONS FOR EMPLOYMENT:

Selection of new personnel or transfers and promotions are guided by provisions of the state Civil Rights Commission's Guide to Lawful and Unlawful Pre-Employment Inquiries and the United States and state Civil Rights Act, as amended.

1. A positive attitude of cooperation with TALYA management, staff, and families.
2. Any other qualifications as listed in the state law or administrative code governing employment in this type of institution or organization.
3. Evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control of the United States of America (I-9).
4. Educational requirements of the specific position being considered.
5. All specific qualifications deemed necessary to fulfill the specific duties of the position being filled which are explained in the "Job Description" handbook of the center.
6. Employees must also provide/submit the following on or before the date of hire:
 - a. Completed Application and/or Resume
 - b. Completed I9 with copies of supporting documentation
 - c. Completed OH IT4
 - d. Signed Criminal record statement and/or Child abuse index check
 - e. Class 1 Fingerprint Clearance Card or proof of application (Employees 18-up).
 - f. Transcripts and/or high school diploma
 - g. Valid CPR and First Aid Training
 - h. Completed ODJFS 1296 that includes a copy of your immunization against MMR and tDAP.
 - i. Signed Employee Handbook Form
 - j. Signed CPHD Employee Health Policy Agreement
 - k. Authorization for payroll deductions
 - l. W-4 form or W9
 - m. Completed Procure and Gusto accounts
 - n. Completed Child Abuse and Communicable Disease
 - o. OCCRRA Account
 - p. Completed professional development plan in OCCRRA
 - q. Any additional forms or statements requested by management at the time of hire which may have been added to this list.

PERSONNEL RECORDS:

1. Important events related to employment with TALYA will be recorded and kept in the employee's personnel file. Agreements, change of status, immunization records, commendations, educational transcripts, Current Career Pathways Profile Summary are examples of records maintained as well as all forms required by state licensing.

2. The contents of an employee's personnel file are considered confidential by TALYA. All personnel records, including employee applications, evaluation report, and correspondence relating to the employee are secured in the business office of TALYA. We will not disclose any information from this personnel file to anyone except TALYA administrators, Government Agencies (as required by law), and/or subject to legal and administrative process. No other access will be granted without the employee's written permission.
3. The employee upon written request to the administrator may individually inspect and review personal records. This review is to be done in the presence of the administrator. Employees have the right to copy any document that contains that employee's signature. Employees may not remove documents.
4. A partial duplicate file is kept within your OCCRRA account for licensing purposes.
5. Written documentation of employee's performance will be kept on file.

PERSONNEL INFORMATION CHANGES:

All employees are required to notify the management and complete the necessary paperwork in the event of name, address, and telephone number changes within ten (10) days of the change taking place. This information must be updated in Procare and Gusto.

EMPLOYEE PERSONAL ITEMS/ MATERIALS:

TALYA is not responsible for the loss, damage or theft of any personal items brought to or left at the center or on the premises regardless of the nature of those items or articles, including equipment, supplies, and/or curriculum purchased or owned by visitors, employees, clients, or customers of TALYA. Employees are responsible for the security and care of their own materials, equipment, and personal items. Materials not marked or in some way identified as the personal property of the employee may be assumed to be the property of TALYA and could be thrown away.

USE OF TALYA VEHICLES:

Employees are only allowed to use **TALYA** vehicles to transport children and to run official errands for the center. TALYA is not responsible for any actions of an employee who is using their own vehicle to run errands for the center and therefore the center does

not encourage, authorize, or permit employees to run any center errands in their own vehicle unless they have been told they will receive mileage reimbursement. Staff operating center vehicles must always have in their possession a valid Driver's License and cellular phone. (See Administrator if you do not have a cellular phone to carry). If there is an emergency while operating a center vehicle contact the center immediately and speak with the Administrator or person in charge for further instructions. If medical attention is necessary, contact 911 first. Use of Center vehicles shall follow all policies set forth in the TRANSPORTATION HANDBOOK and/or the Employee Handbook.

KEY CONTROL:

Employees who are issued keys are expected to keep them in a secure area. Keys may not be copied, loaned, or otherwise misused. Where electronic codes are utilized, such codes shall be treated with confidentiality and not revealed to anyone other than a current, authorized, TALYA employee with proper clearance approved by the Administrator or Owner. All issued keys must be returned to the Administrator at the time of separation of employment or at any time requested to do so by a superior. Employees who "lose" their key may be required to pay the expenses of replacing the key and the cost of re-distributing new keys to all authorized key holders. This expense will be automatically deducted from the employee's paycheck without written approval of the employee.

COMPENSATION AND REVIEW

WAGES AND SALARIES:

Compensation of employees is set by the Owner. Wage ranges are established annually for each category of employment. Wages are confidential and information concerning this should be treated as such.

Wages and salaries may be based on the following:

1. The initial wage negotiated when employees was hired.
2. Education (units earned at an accredited institution of higher education) and career professional level (CPL). (Must be documented.)
3. All practical experience which directly relates to the field of childcare and early childhood education, all practical experience in related fields and/or all practical experience in other fields that are related specifically to the position being considered.
4. The position for which the employee is hired and the demand for the position and the pre-established wage range for that is specific position as set for that particular year.
5. Evaluations of the employee's performance
6. Annual wage increases, if given

OVERTIME:

All overtime worked by non-exempt (hourly) employees must be pre-authorized by the owner or administrator. Employees working overtime hours without authorization will not be paid for hours unless approved.

PAYROLL DEDUCTIONS:

Payroll deductions will be made according to the law, employment agreement, or upon request of the employee. Deductions may include but may not be limited to the following:

1. Federal and State Income Tax
2. FICA/Social Security Tax and Medicare
3. Employees portion of childcare tuition fees per signed agreement are **paid via ACH through Procare.**
4. Premiums such as an employee's portion of Health Insurance or other if provided (if applicable)
5. Wage attachments made in accordance with any state or federally mandated law or request i.e. garnishments.
6. Any fees due the center such as a repayment of overpaid wages (See "Training Wage") or fees that were paid by the center and are required to be re-paid (childcare, uniforms etc.)

PAY PERIODS:

All time worked will be paid at the agreed rate of pay and any applicable overtime. We are on a bi-weekly system. All payroll disbursements are direct deposit or via Zelle. TALYA must approve all overtime.

PAYROLL ADVANCES:

TALYA does not issue payroll advances on prospective or actual income before the regularly scheduled paydays covering the pay period.

PERFORMANCE EVALUATIONS:

Employees will be evaluated at the end of the "90-day Introductory Period," and at least annually thereafter. They may be conducted more often at the Administrator's discretion. The evaluation is based upon work habits, work ability, efficiency, dependability, and related factors.

All evaluations are reviewed with the employee and administrator. A copy of all evaluations will be kept in employees file and employee will be given a copy to keep for his/her records. Performance evaluations can be given at any time throughout the year. These evaluations will be used as a tool to help improve both our staff and school.

Performance Appraisals are personal and confidential.

PROMOTIONS:

TAYLOR ACT OF LEARNING (YELADIM) ACADEMY – January 2024

We will promote from within whenever and wherever feasible. All promotional considerations shall be based on ability, efficiency, conduct, willingness to do the new job, and loyalty. Personnel should acquaint themselves with the qualifications and requirements of positions in higher levels or responsibilities, so they are aware of their personal needs to prepare for a promotion. It is the responsibility of each employee to make the Owner or Administrator aware of willingness and desire to seek to fill a new position. Annual or periodic evaluations are an excellent opportunity for this information to be shared.

SEPERATION FROM EMPLOYMENT:

Employees may be separated from employment, voluntarily or involuntary due to lack of work, repeated tardiness, absenteeism, or failure to perform duties as described in the job description to the satisfaction of the administrator or owner will be cause for termination. Child abuse and any inappropriate behavior to children will be a cause for immediate termination. Usually before an employee is terminated they will be counseled by the administrator or owner. However, if any misconduct is severe enough, the administrator or owner may discharge the employee immediately. Employees will not be compensated if terminated. Any employee that voluntarily resigns is required to give two weeks' notice so that their position can be filled. **Failure to give a two weeks' notice will result in your last paycheck being paid at minimum wage.**

TALYA has a 90-day introductory period during at which time the employer or employee may terminate employment with or without notice or cause. TALYA is an at will employer and the company or the employee can terminate the employment relationship at any time, with or without notice.

DISCIPLINARY ACTION:

In general, TALYA follows a progressive disciplinary policy while the administration maintains the right to terminate "at will."

The four usual steps of disciplinary action are:

1. Verbal notification
2. Written notification
3. Suspension/Days of Decision including 1-10 days off without pay
4. Termination

These steps may take place over a period of up to 1 year or may take place simultaneously or in any combination.

OPEN DOOR POLICY:

TALYA has an open-door policy and encourages all staff to share their ideas and suggestions.

CONFERENCES:

Owner, Administrator and/or staff conferences may be held to discuss any problems that are keeping a teacher from reaching the desired objectives. A follow-up date will be set to review any progress and all documentation will be kept on file. This may be considered a part of a current or future performance evaluation and/or if it may stand alone, this is at the discretion of the director.

BENEFITS

HOLIDAYS:

The center is closed for the following holidays: New Year's Day, MLK JR Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas. If the holiday falls on the weekend the center will be closed the next weekday closest to the holiday (i.e. if the holiday is on Saturday the center will close on Friday, if the holiday is on Sunday the center will be closed on Monday). Employees will receive eight hours of pay for the following holidays: Juneteenth, Thanksgiving, Christmas Eve, Christmas, and New Year's Day.

TALYA is open on New Year's Eve. However, the Center will close EARLY and notification of that time will be given. Because child attendance is usually lower during the holidays, the center will operate with a reduced staff. Those employees with seniority will have the first approval of time off.

VACATION:

After one year of employment the employee will receive one-week paid vacation annually. After 5 years of service the employee will receive 2 weeks of paid vacation annually. The vacation date is based on anniversary date. Please ask SAM, the Owner for specifics.

CONTINUING EDUCATION:

Continuing education is required according to the state laws governing the center and the policies established in the New Teacher's Training Manual. Fees for continuing education may be paid by the center if they have been pre-approved by the Center Administrator.

Failure to attend a pre-scheduled class that the Center paid the fees for will require the employee to reimburse the Center for the class fees by payroll deduction from the next pay period.

Upon completion of the class, employees must turn a certificate of completion.

CHILDCARE BENEFIT:

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All employees will be eligible for a childcare benefit as follows:

1. The benefit offered is on a “space available” basis. Existing enrolled children will not be expelled to make room for an employee’s child. Employees must enroll their qualifying child according to the enrollment policies set by the center for a child or children of that age group.
2. Under normal circumstances, children will not be allowed to be enrolled in their parent’s class. Enrollment in a different class may be allowed at the Administrator’s discretion provided space is available in that area.
3. Please speak to the administrator or owner about payment arrangements for Co-pays/ Private-Pay.
4. Children of employees will only be allowed to receive the benefit if they are only in childcare during the hours the parent is working at TALYA. Employees who need additional care (i.e. in the case of another job) will be required to pay the regular rate for those hours.
5. Employees are required to give a two weeks’ notice prior to changing their child’s rates or pulling out of TALYA.
6. Employees will receive a 5% discount on child care.

REIMBURSEMENT OF EMPLOYEE EXPENSES:

TALYA will reimburse employees for reasonable and legitimate job-related expenses incurred while performing their required duties under the following conditions:

1. All expenses should be pre-approved by the management
2. Expenses deemed unreasonable or excessive will not be paid or reimbursed and the employee will be personally responsible for payment.
3. It is the responsibility of the employee to turn in an expense reimbursement form along with the appropriate receipts and/or invoices.
4. Employees are encouraged to exercise discretion in incurring and suggesting expenses.

WORK SCHEDULE POLICY

It is important that every employee be at their scheduled post at the time they are scheduled. This is to ensure that TALYA continually meets the state guidelines for ratios. When an employee is not where they are supposed to be, children may be placed in danger. Therefore, employees must take their schedule more seriously than the average worker! The following specific guidelines will govern how all employees respond and react to help meet the needs of the children in an environment that is still worker friendly.

WEEKLY SCHEDULE:

1. Meeting ratios and providing a loving, safe, and healthy environment for the children is the first concern of TALYA. Therefore, the posted schedule becomes the most important tool the center must meet this goal. The management of

TALYA will commit to plan the work schedule in advance so that everyone has advance notice of their hours and when they will be needed. Likewise, it is important to this system that all employees also plan all absences whenever possible.

2. All “PRE-ARRANGED ABSENCE/PTO REQUEST FORMS” must be turned in 2 weeks prior to the beginning of the week that they will fall in. This is to give the center management team one week to plan the schedule after having received all time-off requests.
3. Although most employees have a general idea of their normal working week, everything is subject to change. It is possible that an employee could be called on to work a different schedule from time to time to accommodate other employee’s pre-arranged absences or other absences. All employees are subject to the possibility of being scheduled any hours that the center is open, and we appreciate each employee’s flexibility.
4. The basic work schedule will cover days and hours. In conjunction to this are specific “work” or position assignments. These are also subject to change on an as-needed basis. Each employee is required to check-in with a supervisor as soon as they clock in, to get specific instructions for that day.
5. Employees are not allowed to be on the property for extended periods of time when they are off-the-clock. An Employee becomes a visitor when they are not clocked in. This means that all off-duty employees are required to notify the office before going to or remaining in the center area, playground, or property. Employees are allowed 15 minutes prior to the beginning of the workday and 15 minutes following the workday on the property. Remaining on the property longer or coming early will be at the discretion of the management.

6.

CLOCKING IN/OUT

All employees are required by state and federal fair labor practices to maintain a time record. Computerized time clocks are used to track employee arrival, departure, and any break time that exceeds 15 minutes. Each employee must clock in/out daily via the iPad on Procure for your assigned classroom. It is not acceptable to clock in or out for another employee.

1. Falsifying a time record may be grounds for immediate dismissal.
2. You must notify the owner or administrator immediately of any any missed clock in or out times. This notification will be documented in Procure on your time sheet. Failure to record missed clock in or out times may result in missed pay for hours worked, therefore an accurate time record is essential.
3. Prompt arrival is essential for all employees to make efficient use of work time. It also allows TALYA to comply with State Licensing requirements relating to the proper adult to children ratios. If employees find that they are unable to fulfill their assigned schedule, they are required to discuss possible schedule changes with the administrator/owner.

Closing employees will be paid until the last child leaves plus a reasonable amount of time (5-10 minutes) for completion of “closing duties”. In most cases closing duties should be completed prior to the last child leaving. The supervisor must approve extra time needed following the last child’s departure if time is needed in order to finish the closing duties. An explanation will need to be given to the **Administrator/Owner** as to why the closing duties were not finished prior to the last child’s departure. Employees will be expected to clock-out accordingly. Failure to clock out in a timely manner as established above or follow the procedure for staying extra minutes will be treated the same as an employee who falsifies his/her timecard.

ATTENDANCE/ LEAVES POLICIES

Regular and on time attendance is essential to efficient operation at TALYA. Excessive absenteeism and tardiness will NOT be tolerated. While it is recognized that an occasional illness or extenuating circumstances may cause an unavoidable absence from work or tardiness, regular attendance is necessary for continued employment. Employees must call in to the administrator/owner as soon as possible to report an absence or tardy. Employees who fail to follow TALYA’s attendance policy will be subject to disciplinary action up to termination.

PAID LEAVE

Employees earn 1.85 hours of paid leave ever pay period. Paid leave must be used between January 1st to December 31st of the year it is earned. Paid leave cannot be carried over to the next year. Any paid leave unused will be lost. For example, an employee earns 8 hours of paid leave in 2023. An employee must use their eight hours of paid leave by December 31, 2023, or their leave will go unused and unpaid on December 31, 2023.

CALL-IN/SICK LEAVE

Call-in/Sick Leave absences are difficult for the center to adjust to and can create an unsafe and often un-enjoyable workplace. However, the center understands that sometimes employees are ill and/or have emergencies that cannot be anticipated.

Employees will be allowed up to six (6) Call-In/Sick Leave absences per year, without a review. All additional Call-In/Sick Leave Absences each year will be considered unexcused absences beginning with the seventh (7) absence each calendar year.

Employees are required to call in the night before the absence or at least a minimum of two (2) hours prior to the beginning of the work schedule. Employees who call in and leave a message to an answering machine or text message are also required to call the day of the absence by 9 AM and speak personally to a member of management.

Call-ins that cover multiple days will only be counted as one absence if the employee has a Dr's note where the Dr. requires, they be absent from work for multiple days. In this case only the first day would be considered a Call-in/Sick Day. The center will need staff member to provide documentation.

TARDINESS:

Tardiness can create chaos in the early learning environment. This is the reason that tardiness is considered equal to an unexcused absence in most cases. Employees are expected to notify TALYA at least thirty (30) minutes prior to being late. Employees are required to be at the facility five to ten (5-10) minutes prior to their scheduled time and to their post within a reasonable amount of time after clocking in (approximately 1 minute) unless special arrangements have been made. Clocking in more than 5 minutes after the start of our shift is considered a tardy. The time clock is the official clock.

JOB ABANDONMENT:

If an employee not on an approved leave of absence is not at work for a period of one working day and does not notify the supervisor, TALYA will assume the employee has voluntarily abandoned the job and has terminated employment with TALYA. Employees who abandon their job will not receive payment for accrued vacation unless this is required by state law and will be paid their final pay period at minimum wage per the "TRAINING WAGE" policy contained in this handbook.

TEMPORARY LEAVES:

TALYA will **NOT** count an absence or tardiness toward the employee attendance record for certain excused reasons. The following are the **ONLY** excused reasons which will not count against an employee: **Jury Duty, occupational injury or illness when dismissed by administrator or owner, death of immediate family member, medical emergency, or hospital care of self or immediate family member, court subpoena, or military leave. All will require APPROVED DOCUMENTATION upon return to work.**

Immediate Family Member is defined as Mother, Father, Spouse, Sister, Brother, Son, Daughter, Stepfamily, Child(ren) Mother/Father and/or Grandparents. Every effort will be made to approve leave for other relatives and friends; however, it is at the discretion of the management.

MATERNAL AND PATERNAL LEAVE

There is no paid maternal or paternal leave benefit. If staff member has any personal leave available, they may use it. Maternal and/or paternal leave may be granted for up to 16 weeks without pay.

REINSTATEMENT FOLLOWING “EXTENDED LEAVE WITHOUT PAY”:

Upon return from an “Extended Leave without Pay”, employees may be reinstated according to applicable law. Upon return from a medical or personal leave of absence TALYA does not guarantee an employee will receive the same shift or position the left with. A comparable position for which an employee is qualified will be considered if available.

INCLEMENT WEATHER:

TALYA may choose to close due to inclement weather or other extenuating circumstances. When extreme weather conditions or similar circumstances create transportation difficulties that result in late arrival, the administrator or owner may authorize up to two hours of such lost time as a pre-arranged absence and not charged as a call-in /sick leave or tardy. **However, employees are expected to report to work on time, unless given clear confirmation that TALYA will be closing.** Consult with the administrator to learn which radio and television stations to monitor or other methods that are currently used to ascertain if The Scholar House will be open or closed in the event of inclement weather. Employees will be paid their hourly rate when full day closures occur for inclement weather.

EMPLOYEE SAFETY AND HEALTH

Safety is every employee’s responsibility, and all employees are expected to do everything reasonably necessary to keep TALYA a safe place to work. Employees, who observe a safety hazard, have a responsibility to report it to a member of the management team. The following are ways that we can keep TALYA safe:

1. Persons, unfamiliar or unidentified in the center should be asked their purpose and directed immediately to the administrator by the staff member. Alert the administrator if you suspect any suspicious activities on the premises, including the parking lot.
2. No person shall be allowed to take a child from the center unless they have a code that is designated for them. All other persons must not be allowed to go pass the double doors and show identification.
3. Teachers are responsible for identifying and documenting procedures for transitions in and out of the room, playground, field trips, and emergencies.
4. No child should be left alone for any reason. All rooms should have constant supervision.

5. Volunteers, parents, and visitors are not considered staff and do not count toward ratios, Children should not be left alone with them.
6. The playground area is to be considered as a part of the classroom. All areas that are being used by the children need to have constant and direct supervision by staff.
7. Report any work-related accidents to the center director immediately. An incident report form should be filled out and should include the nature of the injury, how it happened, the time of day, and witnesses, etc.

WORKPLACE VIOLENCE:

TALYA has a zero tolerance for workplace violence and threats. Employees must promptly report any threat of violence or physical act of violence to the appropriate supervisor or management personnel. Violations of this policy will result in disciplinary action up to and including termination of employment.

HARASSMENT AND/OR THREATS FROM NON-EMPLOYEES:

TALYA will not tolerate threats of violent acts against its employees in any form. Such conduct will result in disciplinary action. Employees should contact the administration should such incidents occur.

PERSONAL CONDUCT:

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with TALYA, employees have a responsibility to the company and to their fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict the individual rights of an employee, but rather to be certain that everyone understands exactly what type of conduct is expected and necessary. TALYA will be a better place to work for everyone when each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct.

As representatives of TALYA and as role models for those we serve, employees will at all times conduct themselves in a manner which will reflect positively on both TALYA and themselves, according to the accepted standards of the community we serve. Service to the children and to the public shall be courteous, considerate, and prompt. An employee is always an example!

DRESS CODE:

1. Management team and office personnel are REQUIRED to dress professionally four days a week. Fridays are reserved for TALYA t-shirt day with jeans. Jeans cannot be ripped, tattered, or torn.
2. General Employees – Must wear the TALYA oxford shirt two days a week with khaki or black with black bottoms. Bottoms cannot be ripped, tattered, or torn. Each employee will be given two oxford shirts and one t-shirt at the start of employment. Each year employees will be given a different t-shirt and have the opportunity to purchase additional shirts if the employee desires. During the summer months TALYA t-shirts can be worn; however, tank tops, spaghetti straps, tube tops, and any midriff or cut-off shirts are not allowed. Shorts are acceptable if they are right above the knee. No sweatpants, pajama type bottoms, and short skirts should be worn. Employees must always wear closed toe shoes. Employees should not have visible tattoos and piercings are limited to two piercings per ear. No other piercings should be visible while at TALYA. Hair needs to be clean and neat, and makeup, if worn, needs to be tastefully applied.
3. When leaving TALYA, employees must change out of their center uniform shirt. Employees, who do not change, must go directly home without stopping anywhere.
4. The management team members at TALYA have the right to determine if clothing is tasteful and appropriate beyond the terms listed above and require a change in dress if they feel it is necessary.

SOLICITATION/DISTRIBUTION:

Employees are not permitted to solicit for any purpose during their working time since solicitation not only causes an employee to neglect their own work, but also interferes with the work of others.

An employee shall not solicit another employee for membership or subscriptions for any public or private enterprises or for gifts of any nature during either employee's working time. The circulation or distribution of any petitions or other printed material on Your Center Name property and/or the posting of written solicitation on a TALYA bulletin board or anywhere on the property is strictly prohibited.

CELLULAR PHONE POLICY:

While children are under your supervision you should not be texting. This should only be violated unless you are seeking guidance from administration. We are responsible to care and keep children safe at all times. This only happens staff keeps their constant focus on the children under their care. All personal cell phones, pagers, or PDAs must not be in the classrooms during a scheduled shift. This will be enforced when center has all classrooms in full operation. Exceptions for emergencies will be allowed only with the approval of the administrator. The school center phone is to be used for emergencies.

PERSONAL PHONE CALL POLICY:

Personal phone calls may be taken if an emergency exists. Messages for all other calls will be taken and given to employees by the end of their workday. In the event of an emergency or special circumstance, employees may make outgoing personal telephone calls with the special permission of a member from the management team.

PUBLIC RELATIONS:

Public relations are a top priority for every employee. Employees must take the lead in this area and go out of their way to be friendly, helpful, and courteous to all, who come to TALYA, come across the center property, or even just call on the phone. It is unthinkable that anyone would pass someone in the property without a smile and/or a hello, whether they are a stranger, client, customer, or fellow employee. Remember that the perception that people receive from TALYA is determined by us. Employees will greatly influence others attitude and confidence about the center.

MEDIA INQUIRIES:

Inquiries from newspaper, radio, television stations, social media platforms and other sources of public information must be immediately referred to the management.

CONFIDENTIALITY:

While working at TALYA you may be exposed to information regarding children, families, and other employees that may be sensitive and confidential. Such information should never be discussed casually. You should keep discussions with staff on a professional level. In addition, you should not discuss confidential information concerning the center. No one is permitted to remove or make copies of TALYA records, reports, or documents without the administrator's approval.

TALYA believes that compensation and related information is a personal matter. An individual's wages, benefits, etc. should not be discussed with coworkers or parents it should be discussed only with the administrator.

You are expected to maintain confidentiality during employment and after leaving the center. Disclosure of confidential information is a serious matter and disciplinary action may be taken.

SOCIAL MEDIA

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social network, such as Facebook, Instagram, LinkedIn and Twitter; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. Online postings can conflict with the interests of TALYA and the families we serve. TALYA has adopted the following policy listed below:

TAYLOR ACT OF LEARNING (YELADIM) ACADEMY – January 2024

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers (parents), partners, and competitors.
4. Social media activities should not interfere with work commitments. Refer to cell phone usage policies.
5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of TALYA.
6. Do not reference or site parents, children, or co-workers without their express consent. In all cases, do not publish any information regarding a parent during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. TALYA logos and trademarks may not be used without written consent.
9. When choosing who has access to your social networking site, employees should not allow parents or children of your organization direct involvement. Professional judgment should be taken.

Failure to abide by this policy may result in counseling and disciplinary action, including termination of employment.

NO GOSSIP POLICY

In the workplace, gossip is an activity that can drain, distract, and downshift employee job satisfaction. We all have participated in this, yet most of us say we don't like it. To create a more professional workplace, we are making a commitment to change our atmosphere to be gossip free.

To have a more professional, gossip free workplace we will:

1. Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.

2. Refuse to participate when another mentions a person who is not present in a negative light. I will change the subject or tell them I have agreed not to talk about another.
3. Choose not to respond to negative email or pass on private or derogatory information about any person in the center.
4. While off the job, speak to another co-worker about people at work in a derogatory light. If I have feelings, I will select to talk to someone not at the workplace.
5. If another person in the center does something unethical, incorrect, against Procedures, or disruptive, I will use the proper channels to report this to the person in authority to take corrective action. We are all mandated reporters. That should be adhered to first.
6. I will mind my own business, do good work, be a professional adult and expect the same from others.

Remember gossip is something that you choose to do, and you can choose NOT to do it!!!

CONFLICTS OF INTEREST:

Employees shall avoid any conflicts of interest and appearance of conflicts of interest in all professional and personal activities. Employees are not allowed to solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, individual or organization doing or seeking business with TALYA.

As used here, “personal benefit” means gift, gratuity, favor, service, or compensation in any form, discount, special treatment, or anything of monetary value, beyond business courtesies.

This policy does not relate to “reasonable” gifts from students and/or clients during customary times when such gifts would be given to a “teacher”.

OUTSIDE EMPLOYMENT:

TALYA does not prohibit employees from taking other employment. However, employment can create the potential for conflict of interest and can detrimentally affect an employee’s performance of job duties. Therefore, employees must inform their supervisor of outside employment and obtain approval of the management, this to include employees wishing to obtain a part-time or additional job in conjunction to they’re TALYA position. Any such work must not interfere with any specific duties or relationships at TALYA. Employees may not pursue any other employment, business, or profession

during the hours they are employed by TALYA, nor may employees engage in any employment which may adversely reflect on the reputation of.

CONDUCT WITH CLIENTS:

Our staff members are required to keep all relationships with the parents on a professional basis only (i.e. no dating, flirting with, or gossiping about the clients/parents, etc.). Anyone conducting a relationship with a client in a non-professional manner will be subject to discipline and possible dismissal. Additionally, TALYA employees are prohibited from working for parents in their home or in any other manner outside of TALYA; this includes any type of “care for hire.” Any violation of this policy may lead to immediate dismissal.

NON-COMPETE CLAUSE:

TALYA considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. It is also inappropriate for employees to solicit to work for or with parents and clients and/or to agree to work for them either in their business or homes or at the businesses in which they work or have influence over hiring and/or promotion decisions. Therefore, all employees are required to sign a statement that they will not engage in “care for hire” or any employment by or for any past or current client family of TALYA while currently employed by TALYA or for eighteen (18) months after their last day of employment.

CHILD ABUSE REPORTING POLICY:

State law requires that TALYA and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child.

At TALYA our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be brought to the attention of the director and the director will make the report to the Child Protective Services for investigation. TALYA is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

SEXUAL AND OTHER FORMS OF HARASSMENT:

TALYA is committed to providing a work environment that is free of harassment of any type, including harassment due to race, color, disability, age, gender, religion, or national origin. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment based on gender. Harassment is against the law and will not be tolerated.

All management personnel, as part of their job duties, will be responsible for preventing and eliminating harassment in their work areas. Maintaining a work environment free of any type of harassment is an affirmative obligation of all TALYA employees.

DISCIPLINE/GUIDANCE POLICY

At TALYA we believe in positive discipline and redirection to teach children boundaries and proper behavior in a group setting. In older groups, a “cool down time” may be necessary to take the child out of the situation, so that they can calm down and think about their behavior. We expect our teachers to model the behavior that they expect from the children. Children learn best from positive adult role models, so our teachers will treat each child with respect and patience. Positive statements will act as reinforcement for positive behaviors. Discipline will be appropriate to each child and their developmental level.

Any demeaning, humiliating, or abusive language toward a child will not be tolerated. No physical abuse, corporal punishment, or threats of corporal punishment will be allowed. Discipline may not consist of leaving the child alone in a room, taking away food, drink, bathroom, or making the child stay silent for an unreasonable length of time.

Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child. The policy must include examples of prohibited staff practices. Mechanical restraint is defined as the use of devices as a means of restricting a student's freedom of movement. Physical escort is defined as the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint is defined as a personal restriction that immobilizes or reduces the ability of an individual to move the individual's arms, legs, torso, or head freely, except that such term does not include a physical escort, mechanical restraint, or chemical restraint. Seclusion is defined as the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, except that such term does not include a time out.” (H.R. 7124, 2018)

Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); physical restraint (forcing a child to sit down, lie down, or stay down) except when

restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

All Center employees and childcare staff members shall not:

1. Abuse, endanger, or neglect children, including shaking a baby.
2. Place children in a locked room or confine children in any enclosed area.
3. Utilize cruel, harsh, unusual, or extreme techniques.
4. Confine children to equipment such as cribs or highchairs.
5. Utilize any form of corporal punishment.
6. Humiliate, threaten, or frighten children.
7. Delegate children to manage or discipline other children.
8. Subject children to profane language or verbal abuse.
9. Use physical restraints on a child.
10. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
11. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children regain control.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of a portion, or all, of a child's body while the child is in a face-down position. Prone restraint includes physical or mechanical restraint.
14. Withhold any food (including snacks and treats), beverages or water, rest, or toilet use.
15. Punish an entire group of children due to the unacceptable behavior of one or a few.
16. Isolate and restrict children from all activities for an extended period of time.

Guidelines to Address Children with Challenging Behaviors

When children have challenging behavior that interferes with the ability to learn or interrupt their classmates' learning, the following guidelines will be useful in providing positive behavioral support to them. The goal of these guidelines is to limit or eliminate the use of suspension, expulsion and other exclusionary measures.

1. Assess the function of the child's behavior. Most behavior, good or bad, is motivated by a need to get something (attention, desired activities/objects, or internal stimulation) or to avoid something (difficult work, embarrassment, discomfort, etc.)
 - a. Clearly identify the targeted behavior that has not responded to standard teaching strategies that teachers or parents have used before; it is important to

- be as specific as possible (“Brian speaks out loudly and argues with the teacher,” rather than “Brian is disruptive in class.”)
- b. Document exactly what happens before the challenging behavior, including the setting, with whom, and during what activity.
 - c. Determine what happens immediately after the challenging behavior (Did others laugh? Was the child sent out of class? Did the child get out of doing an activity he/she did not care to do?)
2. Consult with parents and other colleagues who know the child. A collective effort is most helpful in providing the appropriate support for the child.
 - a. Review the bigger picture as to what may be influencing the child’s behavior. (Things such as medical/health problems including vision, hearing, medication, or allergies; environmental triggers such as heat, noise, crowds, hunger, fatigue, sleep issues; family and social issues may also need to be considered; review teaching styles)
 - b. Determine the child’s interests, strengths, and skills.
 - c. Come up with a “best guess” as to the reasons for the challenging behavior.
 3. Implement positive behavior support strategies.
 - a. Determine specific behavioral goals for the child.
 - b. Identify desired behaviors to replace the challenging behavior
 - c. Develop teaching strategies to address the replacement behaviors
 - d. Provide positive behavior support as an ongoing process.
 - e. Monitor and review the positive behavior support strategies and ensure that the strategies are consistent with family and cultural values.

Staff will never use physical punishment, psychological abuse or coercion when disciplining a child. Some examples of prohibited practices include: shaking, hitting, spanking, slapping, shaming, name calling, ridiculing, cursing at, etc.

When challenging behaviors continue, in spite of positive interventions, there may be a need to discuss possible referrals to community resources (Starting Point) in consultation with parents.

If all other possible interventions have been exhausted, and there is an agreement that exclusion is in the best interest of the child, only at this time will exclusionary measures be considered. If this is the case, administration will offer assistance to the child’s family in accessing services and an alternative placement.

Program will always comply with federal and state civil rights laws.

HOUSEKEEPING:

1. Each classroom should be left in an orderly manner following each activity. Each teacher is responsible to clean his/her room including, but not limited to vacuuming,

mopping, cleaning sinks, toilets and mirrors, cleaning tables, dusting, and organizing cubbies and shelves.

2. Furniture and Equipment should be cleaned with soap and water at least twice a day. If any item becomes soiled with blood, vomit, soils, or toileting accidents, it shall immediately be cleaned with soap, water, and disinfectant while using gloves. When children eat at tables, the table should be disinfected before and after usage.
3. Bathrooms shall be cleaned and disinfected several times a day and shall be left clean at the end of the day. If at any time the bathroom becomes soiled with blood, vomit, spills, or toileting accidents, it shall immediately be cleaned with soap water and disinfectant using gloves.
4. Toys shall be cleaned on a consistent basis.
5. All cleaning agents and disinfectants are to be stored out of reach of the children. Cleaning of toys or equipment should not take place while children are sleep, out of reach of toys, and when not present.
6. When cleaning or working with any bodily fluids, staff is required to wear plastic gloves. All soiled clothing must be placed in a plastic bag. Soiled diapers or other disposable items should also be placed in a sealable plastic bag and thrown away.
7. Mats must be cleaned with soap and water or disinfectant before reassignment. All mats must be individually assigned, labeled, and cleaned on a consistent basis.
8. Infant/toddler sheets will be washed daily all others will be washed once a week. Blankets are to be sent to our housekeeper on Fridays and will be given on Mondays.

To be done when you are not responsible for children!!!

SUBSTANCE USE AND ABUSE

Taylor Act of Learning (Yeladim) Academt is committed to maintaining a healthy, efficient working environment for its employees and a safe, friendly place for children. With this basic objective in mind, Taylor Act of Learning (Yeladim) Academy has established the following policy about the use, possession or sale of illegal drugs or the abuse of alcohol.

SMOKING POLICY:

Smoking is always prohibited on the grounds of TALYA. No smoking signs are posted. This includes during breaks on property and while performing work duties. At no time should a child or parent of TALYA observe an employee smoking the premises of Taylor Act of Learning (Yeladim) Academt or in a TALYA uniform shirt.

ALCOHOL:

TALYA prohibits employees from being “under the influence” of alcohol while performing TALYA business. Employees may not consume alcoholic beverages or take illegal drugs on our premises. Employees may not report to work under the influence of drugs or alcohol. Such behavior poses a safety threat to the employee, other employees, and the children.

ILLEGAL DRUGS:

The non-prescription use, sale, possession, distribution, manufacture, or transfer of illegal or controlled substances shall be on the premises of TALYA or elsewhere during work hours. In addition, during non-working time is strictly prohibited. The presence of any illegal drug in an employee, detectable by a drug-screening test, while performing TALYA business or on TALYA property is prohibited. If an employee is reasonably suspected of using or being under the influence of a drug or alcohol based on behavioral characteristics or other appropriate information a drug screening test may be required. Violation of any of the above policies regarding substance abuse can result in disciplinary action, which may include immediate discharge for the first offense.

UNACCEPTABLE ACTIVITIES/CAUSES FOR TERMINATION:

All violations of any of the policies listed in this manual and/or in any of the procedural handbooks of the center shall constitute sufficient grounds for termination. This does not alter the “at-will nature” of an employee’s employment under which either an employee or the employer may terminate the employment relationship with or without reason and in the absence of any violation of these rules. Procedural handbooks shall include but not be limited to the following: Parent Handbook, Employee Handbook or State Licensing guidelines.

FIREARMS, KNIVES AND OTHER WEAPONS:

Employees are prohibited from carrying any type of weapon on the premises of TALYA property including keeping it in a desk, file or any areas of the buildings and grounds or in their personal possession while representing TALYA. A permit to own a firearm or any other weapon will not override this policy.

CLOSING THE SCHOOL:

It is the closing staff’s responsibility to confirm that all children have been picked up before the building is closed for the day. We prefer, two staff members to ALWAYS be present when a child is in the center. If a child is not picked up at the closing of the center, follow these procedures:

1. Attempt to contact the parents at work, home, or any alternate number.

2. If the parents cannot be reached, call the emergency contact number on file.
3. If all attempts are unsuccessful, call the administrator.
4. If the attempt to contact the admin is unsuccessful, and one hour has gone by, call the local police. Parents have been notified in the Parent Handbook that this is our policy.

There will be a late fee of \$1.00 per child for every minute that the children remain after closing. Document the time picked up on the appropriate form. You will be compensated for your inconvenience.

Remember that you may not at any time transport a child or leave a child unattended. It is the parents' responsibility to plan for their child. Do not make yourself liable for a child by driving the child home in your personal vehicle.

Taylor Act of Learning (Yeladim) Academy Employee Handbook Signature Page

By signing this form, I agree that I have read and been provided with a copy of the Taylor Act of Learning (Yeladim) Academy Employee Handbook. I further agree that I understand and will abide by all policies and procedures set forth in this handbook. I will not engage in “care for hire” or any employment by or for any past or current client family of TALYA while currently employed by TALYA or for eighteen (18) months after their last day of employment. I understand that by signing this form it is not a contract between the employer and the employee and employment can be terminated at any time. This handbook is for informational purposes only and is subject to change at any time.

Employee Full Name Printed: _____

Employee Signature: _____

Date: _____

Administrator's/Owner's Signature: _____

Date: _____