

*Bentonville Public Schools
Childcare Enrichment Services*

Adventure Club and Building Bridges Personnel Handbook

Approved by Board of Education
February 2011

** This handbook is in addition to the
Bentonville Public Schools Personnel Handbook.

**Bentonville Public Schools
Adventure Club/Building Bridges
Personnel Handbook**

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Other District Policies: http://bentonvillek12.org/web/employment/downloads/personnel_handbook11.pdf

- Workman’s Compensation: See BPS Personnel Handbook.
- Regulation of Controlled Substances: See BPS Personnel Handbook.
- Sexual Harassment: See BPS Personnel Handbook.
- Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome: See BPS Personnel Handbook.

Additional Forms

- Staff Complaint Form
- Request for Time-Off Form
- Money Procedures
- Payroll Cut-Off Dates

Purpose:

The Bentonville Public Schools Adventure Club/Building Bridges programs provide quality childcare for children of working parents. Adventure Club is a before and after school program for children in Kindergarten through the 6th grade. We also have a summer program, which offers a fun and safe place for children. The hours of operation during the school year are 6-7:30 a.m. and 2:30-6 p.m. at traditional schools and 6-7:40 and 2:40-6 p.m. at nontraditional and middle schools. Building Bridges is for infants through 5 years of age. The hours of operation are 7:00 a.m. to 5:30 p.m. at the Infant/Toddler Centers and 7:00 a.m. to 6:00 p.m. at the Pre K Center. We are open during school holidays, snow days, and early-outs. The program's purpose is to serve the parents and students of the Bentonville School District. All snow days will be held at Thomas Jefferson Elementary. Hours of operation will be 7:00 a.m. to 5:00 p.m. All staff is expected to be available to work on snow days.

Handbook Interpretation:

This handbook is intended to provide employees with a general understanding of the Adventure Club/Building Bridges policies. The policies in this handbook supersede and replace all prior published and unpublished policies. The information in this handbook should be helpful in familiarizing employees with Adventure Club/Building Bridges policies. However, this handbook cannot anticipate every situation or answer every question about employment. Neither this handbook nor any provision in this handbook, constitute a contract of employment or any other type of contract. The Adventure Club/Building Bridges must demonstrate flexibility in the administration of policies and procedures when such action is deemed necessary. This handbook is therefore subject to change at the sole unilateral discretion of the Adventure Club/Building Bridges Director. We hope the contents of these pages will help you adapt to your new surroundings and to the policies which are applicable to you. Knowledge of the policies and practices of Adventure Club/Building Bridges is very important to your work. Please acquaint yourself with the handbook and keep it handy for reference. Should you have any additional questions, please ask the Adventure Club/Building Bridges Site Supervisor. As the ideals and practices in this handbook are upheld and continued, we will work together with one interest.....CONTINUOUS QUALITY IMPROVEMENT. This handbook is a supplement to the Bentonville Public Schools Classified Employee Handbook.

Our Values:

TEAMWORK...Everyone doing their part by putting the greater good of the whole above personal recognition or gain. We are all part of one team. We recognize the vital importance of working successfully with others and are committed to being a trusted partner with all who join us in pursuing our vision. The team members support the self-esteem of others and take pride in others' successes. Team members hold themselves accountable for their performance. As individual team members improve and grow, we all improve and grow.

TRUST/TRUSTWORTHY...To rely on the character, ability, inner strength, and the trust of the organization and its people. To deserve trust, you must be trustworthy. Shared values and expectations are essential for developing trust. Our leadership team will take the lead in creating an environment which dissolves traditional barriers between work groups and promotes communication and cooperation, leading the systems thinking. This will diminish fear and mistrust among members of our organization.

RESPECT FOR PEOPLE...All people have value and should be treated with dignity, compassion, and respect. Employees want to be proud of their work. Leadership's responsibility is to cultivate an environment that fosters pride and leads to personal and organizational growth. The first step is to empower the employees to improve work processes. We will lean toward improving performance rather than evaluating performance. And we will encourage the employees to join leadership in focusing on long term versus short term goals. We will invest in the future by investing in people through a vigorous program of education, training, and encouraging self-improvement. We know that our greatest resources are our employees. We also understand that learning is a life-long process.

COMMITMENT TO OUR PARENTS...A pledge of excellence in service to our parents and children.. This is the reality born of good intent, excellent skills, an understanding of our parents' and children's needs, and a commitment to continuously improve on the part of all employees. We must listen to our parents' evaluation of how we are meeting their needs as an opportunity to improve our services to them, rather than viewing their comments as complaints. Generosity and caring are the nutrients that help us grow. Self-serving activities only detract from our growth.

LOYALTY...Faithful to the organization and its people. We show commitment to our Purpose, Vision, Values, and to our parents by displaying a caring attitude and an interest in all those with whom we come in contact. In order to enlist our parents' allegiance to our organization, we pledge to pursue open communication allowing continuous feedback and to treat our parents in accordance with our values. We seek a long term relationship with each other.

Staff Qualities:

- A sincere and loving attitude toward children. Patience and concern for their wellbeing is a must.
- A dedicated and loyal attitude for your work and your fellow staff members.
- The ability to handle any situation calmly and sensibly and the willingness to help others when the need arises.
- Pride in your work, exemplified by offering the children creative activities while keeping your work area clean, tidy, and attractive at all times.

There are many rewards in working with children, which include sharing their sense of wonder, curiosity, warmth, and spontaneity. Helping them grow intellectually, physically, and emotionally can be a very involving and satisfying experience. Most importantly, the love of the children you care for is the greatest job satisfaction.

Equal Employment Opportunity:

The Bentonville Board of Education shall conduct the school system on a nondiscriminatory and non-segregated basis. In the employment of personnel, the Board and Childcare Enrichment Services will not discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, age, or handicapping condition.

Professional Development:

As a member of the Adventure Club/Building Bridges team, you will provide quality care and education to the children we serve. Through an ongoing program of staff training and development, you will grow professionally. In addition to meeting the 25 hours of training each year, we encourage additional hours of training for our staff. We stress individual improvement through workshops, conferences, or seminars. Any employee not acquiring the required 25 hours per year by the end of June will risk continued employment with the program.

Adventure Club/Building Bridges will pay for staff members to attend New Hire Orientation, CPR, First Aid and Child Care Orientation training. Employees receiving additional, voluntary training will be paid an incentive stipend. The stipend applies only to trainings that are approved by the administration and does not apply to mandated or paid program training.

Training Hours Received:

1-25 hours	40 additional unpaid hours	60 additional unpaid hours
	(65 hours +)	(85 hours +)
Paid	\$.25 stipend	\$.50 stipend

EXAMPLE:

.25 X 40 hours per week X 52 weeks = \$520
 .25 X 30 hours per week X 52 weeks = \$390
 .25 X 22.5 hours per week X 52 weeks = \$260

EXAMPLE:

.50 X 40 hours per week X 52 weeks = \$1,040
 .50 X 30 hours per week X 52 weeks = \$780
 .50 X 22.5 hours per week X 52 weeks = \$520

Average hours worked are computed by the Computer Time Clock System.

Anyone hired during the school year must receive a minimum of 1.25 hours per month in order to have the required 15 hours per year. Training must be approved by a supervisor. A maximum of 30 hours may be approved for on-line training not to exceed over half the total training hours for the year. Staff who complete CDA coursework will receive the stipend based on hours worked. Staff must be employed for 1 year to be eligible for a training stipend. Training runs from July 1 - April 30 of each year.

College Schedules:

Any employee attending college must turn in a copy of their class schedule on official college letterhead to the Program Coordinator as soon as it is confirmed by your college/school to determine whether or not AC/BB can accommodate your new class schedule and offer work hours. It is your responsibility to schedule your classes so that they do not interfere with your work schedule.

Staff Policies and Procedures:

Primary Concern: The safety of the children is our first and most important concern. You are considered a professional person working with young children. The love and care you give will reflect greatly upon your school. **Children should not be left unattended at any time.** Children are to remain in their appropriate age groups and be engaged in appropriately planned activities. Staff may not be engaged in independent activities that do not include children. This includes activities such as card games of solitaire, computer games, or using a cell phone, etc.

Assignment: You will be assigned to a group of children. You will be responsible for keeping your area clean at all times and helping with the picking up in other areas at the Site Supervisors request. All employees help with general cleaning tasks. The Site Supervisor will assign specific duties based on need. These may include:

Bathroom: flushing toilets at the end of the day and picking up any trash
Vinyl floors: sweep and mop
Carpeted floors: vacuum
Cots: clean and disinfect
Cubbies: clean and organize
Furniture and walls: keep free of dust, food, glue, sticky-tac, and crayon/marker/pencil marks
Trash: pick up trash from floors; put trash in hall; replace trash can liner
Disinfect: toys and equipment
Carts: clean and organize
Storage Areas: clean and organize

Adventure Club classroom usage for any borrowed space:

Prior to entering the room, staff should note anything that could be damaged and anything that is not picked up or put away.

- Staff, nor children will sit at the teacher's desk.
- Staff should actively supervise children.
- Staff should report any damage immediately.
- Students should never be left unattended.
- Staff should always use appropriate volume and tone of voice.
- Staff should use positive rewards for good behavior.

Prior to entering the room, children should be reminded of the expectations for the classroom usage.

- Do not touch the classroom student's belongings.
- Treat the classroom with respect.
- Pick up/put away anything you get off the cart.
- Make sure the classroom is kept neat/orderly.
- Use only supplies that belong to Adventure Club.
- Use walking feet in the classroom and the building.
- Stay out of areas blocked off by the classroom teacher.
- Quiet voices in the hallways at all times.
- Please adhere to specific classroom teacher requests.

Staff is also required to turn off lights and shut the door of the classroom when leaving the room. You are responsible for cleaning up after your group at all times. The areas you use should be left in better condition than what you found them.

Work Hours: Work hours are the same most of the time. You are expected to be flexible and punctual. You may be asked to come to work early or stay late as needed. For Adventure Club, during full days out, you will be expected to work more hours with a different schedule. You will also be expected to work around holidays. The typical work hours for staff in traditional schools is 1:30-6 pm with a planning time of 1:30-2:30. In nontraditional and middle schools, the work hours are 1:40-6 pm with a planning time of 1:40-2:40. Staff should use this time to work on lesson plans, get art activities ready, get carts ready, set up centers, get snack ready, put together supply lists, or other duties as assigned by the Site Supervisor. Staff should be actively involved in Adventure Club/Building Bridges related business and be ready to work at their scheduled time. No program employee shall exceed 40 hours per week. In the event overtime is required, it must be approved by the Director. The employee must inform the Site Supervisor when they become aware there is a possibility that they may exceed 40 hours during the week. Schedules will be adjusted to prevent overtime if possible. Adventure Club/Building Bridges reserves the right to consolidate sites during holiday breaks, snow days, BPS full days out, and for any other reason deemed necessary by the administrative team. Staff will be expected to follow any new assignment of site location and any hours/shifts given by the program coordinators. Staff members may be sent home on such occasions due to low student attendance.

Dress Code: All employees must convey a professional image at all times. Any violation of these standards will be cause for dismissal. Each employee is expected to wear clean, neat, and appropriate clothing at all times. Proper care of hair, nails, and personal hygiene is also expected. If an employee has a tattoo, while on any Bentonville Public School property or any work related field trip, it must remain covered at all times.

Unacceptable

- Shorts shorter than 2" above the knee (Slick Shorts)
- Short skirts
- Frayed jeans or jeans with holes or sweat pants
- Halter or Tube tops or shirts with offensive language/pictures
- Any type of tight, low cut or revealing garments
- Any type of body piercing not on the ears must be removed

Acceptable

- Good Jeans or slacks
- Professional casual attire
- Any type of professional clothing that allows ease of movement in working with children
- Shorts when school is closed for the summer

- Footwear that inhibits the wearer's ability to safely walk/run as needed, including on playground surfaces
- Bare Feet

Complaints: Adventure Club/Building Bridges provides staff the opportunity to informally voice a complaint by providing Staff Complaint Forms at each site. Each complaint is directed to the site supervisor. A conference will be scheduled within five school days of the complaint in an attempt to work out the problem and seek a solution that will satisfy all parties involved.

Grievances: See BPS Personnel Handbook.

Parent Relations:

- Communicating-Greet parents warmly each day using the parent's name. Refer parents with problems you are unable to address to the Site Supervisor. Good communication is vital for a successful program. Communication with parents should remain professional at all times. While on the clock, refrain from discussing things that do not pertain to your role as a Building Bridges/Adventure Club employee.
- Staff is not authorized to assume personal responsibility for a child while clocked in for the program. If you are authorized to pick up a child other than your own, you may not sign the child out until you are off the clock.
- Staff is discouraged from babysitting after hours with children in our programs.
- Involvement-Parents are encouraged to become involved in the program. Working parents have many resources available to help with special events or projects.

Discipline/Guidance: Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.

- Physical punishment shall not be administered to children.
- Staff shall not shame, humiliate, frighten, physically or mentally harm children or label children negatively.
- Discipline shall not be associated with food, rest, or illness.
- The length of time a child is placed in time out shall not exceed one minute per year of the child's age.
- The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children; these include, but are not limited to:
 - Restraints
 - Washing mouth with soap
 - Taping or obstructing a child's mouth
 - Placing unpleasant or painful tasting substances in mouth, on lips, etc.
 - Profane or abusive language
 - Isolation without supervision
 - Placing child in a dark area
 - Inflicting physical pain: hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting, spanking, swatting, etc.
 - Forced physical activity, such as running laps, doing push-ups, etc.
 - Verbal abuse or a loud voice
 - Writing sentences
 - Group Punishment

It is the philosophy of Adventure Club/Building Bridges to provide positive discipline/guidance to children.

- Redirection: Suggest appropriate behavior.
- A Quiet, Private Talk: Show respect for the child's feelings. Get down to the child's level and give the child our complete attention. Be direct and brief.
- Direct Praise: Praise the child that is behaving appropriately. Catch the child being good and comment on that to the child. Avoid always catching the child engaging in inappropriate behavior.
- Indirect Praise: Praise a child who is behaving the way you want the rest of the group to behave.
- Role Model: The staff should always be a role model for children. You should role model behavior such as using a whisper voice when you want them to be quieter.
- Logical Consequences: The outcome is a natural consequence of the misbehavior.
- Arrange Contingencies: For acts of physical aggression or other serious offenses, a "time-out" or supervised separation from the group is appropriate. Give forewarning, then follow through in a firm, fair, and friendly manner with the action announced. When the child is calm enough to listen, explain the reason for the time out, what he/she felt, why he/she did it, and how it made the teacher feel. Learn to react positively and consistently to maintain an enjoyable and relaxed learning environment.
- The "Stop and Think" problem solving technique will be taught to all children.

Learning to express emotions verbally and honestly is a normal part of childhood. We can help by modeling appropriate behavior and by teaching an acceptable vocabulary to express anger, annoyance, sadness, etc. We must keep our eyes and ears open to possible discipline problems that can be avoided and we must always listen to what children have to say.

Child Abuse: It is your responsibility to notify the Site Supervisor/Program Coordinator if you suspect child abuse with one of your students. You should be aware of constant bruises and marks on a child. Also, be aware of what children say. You are a mandated reporter for child abuse and you must report suspected child abuse or neglect. As a mandated reporter, it is your obligation to report any infractions by staff of licensing or policy to your program coordinator for self reporting purposes. There is a criminal penalty for violation of this report law. The Child Abuse hot line number is 1-800-482-5964.

Employment of Family Members: Members of the same family will not be employed at the same location, but may be employed at different locations in the district. Special circumstances may be approved by the Director of Early Childhood.

Employee Child Care: Children of full-time AC/BB staff (20 or more hours worked weekly) may attend Adventure Club free of charge and Building Bridges half price for up to two children. Registration and activity fee is waived. Your child will be placed in the care of another teacher and will be expected to follow all program rules. **Payroll deduction is required.** If an employee leaves the program with a balance due, it will be deducted from the last paycheck. Employees must have custody of children in order to receive the employee tuition discount (ie: step-children). (See addendum to parent handbook.)

Telephone: Numerous personal phone calls will not be permitted. Persons calling will be asked to leave a message. Please remember the site phone is for program related business and emergencies, not for personal use. It is not to be used while supervising children or during planning time. Friends and relatives of staff should be asked not to call during working hours unless there is an emergency. If you would like to make a personal call, it should be during your 15 minute break or off the clock. The person answering the phone is to be courteous and polite. You should ask for the name and telephone number and write it down so that the Site Supervisor may return calls. The Site Supervisor should be informed of every phone call to the site. **Absolutely no cell phones or pagers should be brought into the building during working hours.**

Child Custody: Each group must have a current enrollment sheet for each student. It is your responsibility to be familiar with the application of each child. Staff should note who is authorized to pick up each child and the family status. In the event someone who is not authorized to pick up the child comes, the Site Supervisor will call the parent. You should be aware if there is a custody situation. This and other information about the family is confidential and should not be discussed with others. You are responsible for verifying the identification of a parent or authorized pick up with a state photo ID card or driver's license.

Licensing: Adventure Club/Building Bridges is licensed by the state and abides by all rules and regulations outlined by the Department of Human Services. Staff members are to follow these rules as stated in the DHS licensing handbook. A copy of the Minimum Licensing Requirements is on file at each Adventure Club/Building Bridges site. You will also be trained in these rules and regulations.

Health: Children should not attend Adventure Club/Building Bridges if they are ill. However, children that become ill and have a temperature of 101 degrees will have a parent called to pick them up. If they do not have a temperature, the child should be isolated from the group in an area that can be supervised and provided a cot to rest on. The cot must be sanitized when the child leaves. The Site Supervisor will be in charge of ill or injured children and the dispensing of medication. When dealing with a child vomiting or bleeding from an injury, staff must wear rubber gloves. Each site has a first aid kit and each group has a small first aid bag in their group notebook to be taken outside during playtime. Emergency first aid will be given. If the accident is serious, the Program Coordinators, parents, and doctor should be notified at once. Care should be taken in deciding to move an injured child. For accidents or incidents, an accident/incident form must be completed to be signed by the parent. Children who must receive medicine during the hours of Adventure Club/Building Bridges must have a signed medical form from the parent along with the prescription. This medicine must remain in a locked area at all times. When medication is given to a child, the date, time, dosage, and the staff members' signature are recorded on the medication form. All medication remains in the original container indicating the child's name, type and date of prescribed medication, amount and times of dosage. Over the counter medication may not be given unless it is in an unopened container accompanied by a doctor's note.

Safety: *Emergency Safety* of the children and staff is of the utmost importance. Staff members should always be alert for dangerous objects or situations that may arise. Staff members are responsible for the safety of the children, as well as, themselves while on duty. Staff should be prepared for any emergency, including remaining calm, sensible, and objective during a crisis situation. We will evacuate the building during a fire, bomb scare, or other threat using proper escape routes. We will also be prepared for a tornado or lock-down following the proper procedures. Staff are instructed in the use of fire extinguishers in the event it is necessary to use them. *The procedure for a fire is:*

- Children are taken out of the building and far enough away from the building to allow safe access by the fire equipment.

- Staff members take their attendance sheets with them when exiting the building and account for all children.
- Fire drill procedures are practiced once monthly.
- Exit route diagrams and procedures are posted in the classroom or on the cart. Other emergency procedures are posted also and you should familiarize yourself with them.
- Each site has an Emergency Procedures Chart.

Bus Safety is of vital importance to the success of Adventure Club/Building Bridges field trips. Staff members must explain bus safety rules to students, including the need for quiet voices, and loading and unloading procedures. Students must have a permission slip to attend each field trip. The following rules apply when using the bus:

- Attendance is taken by counting children and calling them by name. This is done as children get on the bus, while on the field trip, and when loading the bus to return to school. Roll should also be checked again upon arrival into the room. The form is then signed by the site supervisor.
- Staff should post themselves in the front, middle, and back of bus in order to view all children.
- Staff should have children who may have potential behavior problems sit next to them.
- Staff should monitor children at all times while on the bus.
- Students should never be left on a bus unattended.
- Staff should check the bus before getting off to make sure all children are off the bus.
- No food or drinks are allowed to be consumed while on the bus.
- Staff is responsible for loading and unloading the bus with lunches, water jugs, or coolers.
- Staff are to be friendly and courteous to all Bentonville School District bus drivers.

Field Trip Safety is absolutely crucial; parents entrust us to keep their children safe throughout the day. Some Adventure Club field trips, such as bowling, swimming, and roller skating, can be potentially dangerous to participants. Staff members are expected to supervise carefully at all times to minimize the risk of injury.

Staff should use good judgment regarding their own, individual abilities and limitations when deciding whether or not to actively participate with the children while on field trips. Participation is at the staff members own risk. A staff member must inform the site supervisor if he/she feels uncomfortable or incapable of a field trip supervisory position. (A non-swimmer, for example, would be safer supervising the snack bar than the deep end of the swimming pool.)

Playground Safety is increased with proper supervision. A playground can be a potentially hazardous place, but with proper supervision, it can be a fun place for children and staff and the chance of injury can be greatly reduced. The following rules are observed by all staff:

- Staff members must know how many children are in their care at all times.
 - Children are counted before going outside. Take out roll sheet.
 - Children are counted while they are outside.
 - Children are counted as they come inside.
- Staff must be posted around the playground area staying alert to what is going on around them.
- Children use equipment as it was meant to be used.
- Children are never sent outside a fence to retrieve a ball, etc.
- Children are not allowed to engage in hazardous play at any time.
- Staff is actively supervising any dangerous areas closely, not sitting.
- Children should always be within the sight of staff.
- The number of children and age variation is limited to avoid overcrowding and dangerous situations.
- Children are never left unattended. If a child is injured or sick, the staff member does one of the following:
 - Call for another staff member to assist.
 - Send another staff member to get the Site Supervisor.
- Children may leave with their parents after they have been signed out.
- Staff members give their full attention to the children in their care.

Food: While on duty, or within view of children, teachers are not to eat or drink anything that is not offered or available to the children.

Purses/Personal Belongings: Staff members are to keep purses and valuables in locked storage areas. Purses and backpacks should not be taken into the classroom environment and should not be left where they are accessible to children. Personal items contained in a purse or backpack may be a hazard to children. The programs are not responsible for any lost or stolen personal items.

Personal Cameras: Staff members are not allowed to use personal cameras without permission of the program coordinators. No photographs from camera or cell phones, or information about any child or staff at Bentonville Public Schools should be posted on any social networking site or any other site on the internet.

Smoking: Smoking is not permitted on Bentonville Public Schools property. Staff members may not smoke inside or outside the buildings or in the parking lots, including while in vehicles.

Substitute Information: Each staff member is asked to maintain a group notebook and basket with the weekly activities. The notebook should contain student files, roll sheet, sign in/sign out sheet, lesson plans, first aid bag, special forms, and special information regarding particular children including allergies, medications, and other important student information in the event a substitute teacher is in the classroom. Do not wait until you “need” it to create it.

Reasons for Recommended Termination: The safety and well being of the children in our care is our primary responsibility. In order to fulfill these responsibilities, it is necessary for employees to exhibit certain standards of conduct. Reasons for recommended termination or suspension of employment include, but are not limited to:

- Failure to meet pre-employment requirements, including failure to provide accurate proof of education or failure to pass a FBI or state criminal record background check.
 - Abuse (physical, sexual, or emotional) or neglect of a child.
 - Neglect of duty or inefficiency. Failure to fulfill job description.
 - Inappropriately disciplining a child.
 - Permitting a child to leave the program with an unauthorized person or anyone under the age of 18.
 - Being under the influence or in the possession of illegal drugs or alcohol during working hours.
 - Conviction of felonies.
 - Engaging in activities that create a public scandal or damages the reputation of Adventure Club or Building Bridges.
 - Possession of firearms of any type or knives on school premises.
 - Use of the program’s phone to make personal long distance phone calls or use of personal cell phone while on the clock.
 - Insubordination—refusing to accept a job assignment.
 - Use of profane language in the presence of children.
 - Having knowledge of infractions of program policy and not reporting violations to the Site Supervisor, Program Coordinator, or Director.
 - Misappropriation, mismanagement, or theft of money/property from Adventure Club/Building Bridges, BPS, its employees, or parents.
 - Intentional damage to property.
 - Unauthorized use of program property.
 - Providing false or incomplete information on employment applications or other program forms. Also, falsely reporting sickness.
 - Failure to report to work or to notify Site Supervisor and Program Coordinator of absence in advance by the required time.
 - Continued tardiness or absenteeism.
 - Conduct intended to disrupt or creates dissention among staff members.
 - Violation of smoking policy.
 - Receipt of third official district warning. First-Verbal Warning, Second and Third-Written.
 - Any other conduct which, in the opinion of the Administrative Team or district supervisors, fails to promote the best interests of Adventure Club/Building Bridges and the parents and students it serves.
 - Failure to accurately document actual work time utilizing the time clock system on the phone.
 - Clocking in/out for another staff member or having someone clock in/out for you.
- Employees are valued and everything possible will be done to ensure their success. The Administrative Team will recommend discharge to the Executive Director of Human Resources any employee who does not fulfill the duties and obligations of their position. This is to ensure that all staff are competent and qualified.

District Suspension/Termination: See BPS Personnel Handbook.

Payroll Policies:

Employee Records: All employees have a complete file at the main office for licensing requirements. This file complies with the State Regulations and includes:

- Current health certificate. (TB Skin Test--required by the state and renewed annually.)
- Application for employment.

- At least 3 reference checks
- Background checks for criminal record (every 5 years) and child abuse (every 2 years)
- FBI fingerprint results
- Record of previous 6 years of employment information
- Employee Handbook acknowledgment
- Training verification, including CPR, First Aid and CCOT
- Any other forms required by the state
- Copy of Driver's License and Social Security Card
- Verification of highest level of education completed

Tuberculosis Testing: All employees are required to take and pass a TB skin test upon hire and annually. Any employee who allows their TB test to expire without being retested, will not be allowed to work until a new test is administered and cleared.

Probationary Period: New staff members or employees who accept a different position with Adventure Club/Building Bridges are on a probationary status for the first 90 days. During this probationary period, attendance and performance are monitored. If, at any time during this period, performance does not meet standards, the Director and Program Coordinators may move the employee to another site/program if it is in the best interest of the program. If attendance and/or performance continues to be below acceptable standards, a recommendation for disciplinary action may be made to HR. After 90 days, an employee may be transferred from probationary to permanent status, which entitles them to sick and personal leave and paid holidays.

Phone "Time Clock" System: Federal Wage and Hour law requires staff members who are paid an hourly wage to clock in and out each day as they come and leave work. It is the sole responsibility of the employee to clock in at their scheduled arrival time, during their lunch break and at their scheduled departure from the center. Staff members may not clock in/out for other staff members, nor may staff ask to have others clock them in/out. Falsification of time worked can result in immediate termination. Employees may not work or be on the clock before or after regular working hours, or on the weekends without approval from the Administrative Team.

Snow Days: Employees are expected to report for work on snow days when school is out. We require all staff to come to work unless it is impossible for you to drive in from your home. It is your responsibility to call the Program Coordinator s the morning of the snow day to see what your schedule will be. AC will report to Thomas Jefferson Elementary. Central Pre-K will stay at Central BHS and WW Centers will combine at WW. Snow Day hours are 7 a.m. to 5 p.m. Sick leave cannot be used to cover snow days. You may use personal or vacation time.

Pay Period and Payroll Checks: If an employee starts to work prior the 15th of the month, the first paycheck will be at the end of the month. If the employee starts to work after the 15th of the month, the first paycheck will be the 15th of the next month. Paychecks can be picked up at the Adventure Club/Building Bridges office by noon on the 15th and the last day of the month. If that date should fall on a weekend or holiday, you will be paid on the preceding work day. Staff members should review their checks upon receipt and notify the Director immediately of any errors. No checks will be given to anyone other than the actual employee unless prior arrangements have been made with the Office Manager in writing. New staff must either have payroll direct deposited into a checking/savings account or have payroll put on a check card.

Salary: Salary depends on the position you are hired for and relevant experience. The district salary schedule for AC/BB determines beginning salaries. A salary increase is determined by the school board for classified employees and will follow the district's calendar year and be given on July 1 of each year (per board approval). There will be no other raises unless an employee changes positions. Your salary is confidential. In the interest of professionalism, it should not be discussed.

Evaluation: Each employee will receive an informal 90 day reflection form to discuss a professional development plan. Yearly, employees will receive a job performance review summary based on their job description for self-evaluation. The district's classified evaluation form will be used to assess performance and input will be given by the employee's immediate supervisor, program coordinator, and the director of early childhood. These reviews will be explained and discussed confidentially. The purpose is to provide insight to strengths and areas for improvement, and help to ensure qualified and competent staff.

Severance Pay: It is an Adventure Club/Building Bridges policy to pay an employee only for time actually worked. Staff who have accrued vacation time will be paid for time earned. No severance pay will be received by an employee who resigns or is terminated.

Full -Time Employee: An employee working 20 hours or more is considered a full-time employee. An employee working less than 20 hours is considered a part-time employee.

Lunch & Personal Breaks: Employees working an eight-hour day may take one 15 minute break in the morning, one 15 minute break in the afternoon and one hour lunch break during the course of the day (if schedule and work needs permit). Employees

working a six-hour day may take one 15 minute break and one 30 minute lunch break during the course of the day (if schedule and work needs permit).

Resignation: An employee who resigns is required to provide a dated and signed written resignation. It should give the reason for leaving and date effective. It should be given to the Director two weeks in advance of the effective date. Your final paycheck will be issued on the next regularly scheduled payday.

Benefits: Only full time staff working 20 hours or more weekly is eligible for paid holidays, paid vacation, personal days, sick leave and childcare benefits.

Paid Holidays: Paid Holidays include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. We will be closed to observe these holidays. Paid holidays must be entered on the time clock as holiday hours for that day, and can only be entered by your site time clock manager. Holiday pay is available after the probationary period has ended. In the event that a holiday falls on a Saturday, we will close the Friday before, and if it falls on a Sunday, we will close the Monday after. We will also be closed on the day after Thanksgiving. Staff may use vacation time for the day after Thanksgiving. You may not use sick time for the days that we are closed. **In order to receive holiday pay you are required to work the day before and the day after a holiday unless a request for time off has been approved by the Program Coordinator.** Your holiday pay will be at the discretion of your supervisor if you call in sick the day before or the day after a holiday. Staff are paid the same number of holiday hours as they are scheduled for daily.

Paid Vacation: Upon being hired, employees will begin accumulating vacation time based on the number of hours you work per week. Depending on whether you work 20, 30 or 40 hours a week determines what your **average monthly vacation** will be. Working 20 hours a week will earn 1 hour per pay period, 30 hours a week will earn 1.5 hours a pay period and 40 hours per week will earn 2 hour per pay period of vacation time. (An employee hired after the 15th of the month will receive partial credit.) At the completion of the first year, an employee can use the amount of vacation earned up to that point and will continue to earn vacation hours at the same rate. An employee may not use any vacation time until after their 1 year anniversary date and will not be paid any accrued vacation time if they resign prior to their one year anniversary date. A maximum of 100 hours may be accumulated. After the third year of employment, an employee is eligible for their previous year's average vacation hours as bonus hours based on what their normal work week has consistently been. All vacation must be approved and scheduled one month prior to date requested. Single vacation days must be scheduled one week in advance. Only two consecutive weeks of vacation may be taken at one time. Only vacation earned will be paid upon resignation. During the time period in which a vacation occurs, "vacation" is entered with the hours the staff person is requesting to use. Only full-time employees are eligible for paid vacations. No vacation will be earned if an employee is on personal leave, maternity leave, FMLA, or any other extended period of being off from work. Staff may only take the number of vacation hours that you typically work. If staff work 4 hours a day, 4 hours vacation can be taken.

Sick Leave and Absences: Adventure Club/Building Bridges recognizes the need to provide eligible full-time employees with financial protection against illness, injury, or temporary disability. Our Sick Leave Policy is designed to meet this need. Upon hire, an employee is eligible to earn 12 paid sick days for the school year, which begins July 1. Your sick days will be based on whether you work a 20 hour, 30 hour, or 40 hour week. Sick leave is given in hours rather than days. Working 20 hours a week, you will receive 2 hours of sick leave, 30 hours a week will receive 3 hours of sick leave, or 40 hours a week will receive 4 hours of sick leave per pay period. Each employee in the district receives time for personal time included in the previously mentioned figures. A 20 hour a week person can only use per year 8 hours for personal, a 30 hour a week person can only use per year 12 hours for personal, and a 40 hour a week person can only use per year 16 hours for personal. At the beginning of the fifth year, an employee may use one additional sick day as a personal day. The personal time allowed per year does not accumulate from year to year, but will revert to sick leave time on July 1. This averages out to one of your regular work days per month after the probationary period is completed. Employees hired during the school year will begin to accrue their sick hours, but will not be eligible to use them until after their probationary period. Unused sick leave may be carried over to the next year. However, your sick leave account can not exceed 720 hours of accumulation. No sick time will be earned if an employee is on personal leave or maternity leave, granted time off without pay, or any other extended period of time off from work. Sick Leave is used for the following purposes: Employees may use sick leave for maternity, paternity, adoption, bereavement, personal illness, or illness in the immediate family, which shall include the employee's spouse, children, parents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, uncle, aunt, and/or other members of the family living in the same household of the employee, or step-parents who have reared the children. Sick leave when used for bereavement applies to funeral attendance and legal business related to the death. A record of sick leave used and accumulated shall be established and maintained by the Phone "Time Clock" System. Sick and Vacation hours may **only** be used and paid in full and half hours. **You are responsible for making arrangements with your time clock manager to be sure your time (vacation/sick/personal) gets added for missed work and for checking your time at the end of each day and reporting any discrepancy to your time clock manager.** Adventure

Club/Building Bridges will not be responsible for sick/personal/vacation time not turned in or added prior to time being submitted to the financial department.

An employee must provide a doctor's certificate upon return to work for any illness resulting in three or more days of consecutive absence. Adventure Club/Building Bridges reserves the right to require a doctor's certificate verifying illness any time sick leave benefits are paid, or if a staff person's schedule is changed to accommodate a doctor appointment. Sick leave is for the financial protection of employees in the event of illness, injury or emergencies. Excessive absence or abuse of this policy will result in disciplinary action, up to and including termination, and possible forfeiture of sick pay benefits. These violations may include, but are not limited to:

- Failure to report absence to the Program Coordinator two hours before the scheduled starting time.
- Unexcused absence: Absence without good reason.
- Excessive absence: Repeated and excessive absence whether for legitimate reasons or not, may be cause for disciplinary action.

During the first year of employment, a staff member may take up to seven unpaid days off. Taking more than seven unpaid days off may result in termination. Recommendation for termination is at the discretion of the Administrative Team. For employees who have worked more than a year, no unpaid days off will be granted unless approved by the Administrative Team and only in extreme cases; staff are expected to plan time off carefully to avoid exceeding the number of (vacation, sick, personal) hours accrued annually.

Reporting Absence: Young children need a secure and familiar environment in order to learn and feel safe, and staff attendance is a crucial element of classroom consistency. Therefore, we must provide the children with caregivers who strive to be present every day. Staff members will be counseled and/or receive a warning for excessive absences or improper absences. In order to take time off, the staff member must:

1. Have the vacation/sick/personal time, as applicable, to cover the absence or prior written approval from the program coordinator.
2. Follow the correct procedure for promptly notifying supervisors of illness or emergency. (refer to your site chain of command and call the Program Coordinator)
3. Give adequate notification and follow the correct procedure for requesting time off for vacation and personal days. Absence must be reported at least 2 hours prior to your scheduled shift by contacting the program coordinator. Vacation time must be requested in writing 1 month prior to date used and personal time must be submitted in writing 1 week prior to date off.
4. Complete the appropriate time off request form and submit it for approval.
5. Provide a note of absence from a healthcare provider, if requested, in the event of injury or illness.

If time off is taken without meeting the above mentioned obligations, the staff member is at risk for a formal disciplinary write up. Any absences that violate the criteria listed above will be cause for a verbal warning followed by 2 written warnings; three documented write-ups will result in termination. In the case of extreme hardship or emergency, the written warning can be appealed. The reasons for the appeal are to be submitted in writing to the program coordinator who will present it to an administrative panel. The panel's decision regarding the appeal will be final, and will be based on the following:

1. Nature of the hardship/emergency.
2. Staff member's past history of absence.
3. Degree of effort made by the staff member to properly notify supervisors of the situation and minimize the effects of the absence on the classroom environment.

It is the responsibility of each employee to report absence at least 2 hours prior to your scheduled shift. In the event you know prior to the absence, it is your responsibility to give as much advance notice as possible. You are required to call the Program Coordinator and Site Supervisor to report absence. You also need to call the main office at 254-5040 to leave a message on the voice mail or with a member of the office staff. **Any staff taking time off for any reason is required to use whatever available sick, personal, or vacation time you have in your account. Your supervisor will use your sick, personal, or vacation time to add to your current pay period accumulated time. You may not take time off without pay unless approved by the Administrative Team.**

Leave of Absence: Employees may be granted leave without pay. A minimum of three years of continuous satisfactory service must have been completed in the district demonstrated through the employee's yearly evaluations. Only full-time personnel are eligible. Employees may be granted leave for conscription into the service due to a national emergency. Such leave shall be approved by the School Board and shall be without pay. National Guard and Reserve personnel who attend mandatory training exercises may use two personal days if they have not already been used. Days beyond that will be without pay.

Applications must be in writing on the appropriate form and state clearly all the details under which the leave is to be granted. When the leave is for medical/health reasons, a doctor's statement is required for documentation and must accompany the application. Applications for leave must be submitted to the Director of Early Childhood. The application will be forwarded to the Superintendent's office to be forwarded to the Board of Education for action.

Notification of an employee's intention to resume work after a leave of absence shall be filed in writing with the Director of Early Childhood one month prior to the date the employee intends to return to work. If the employee intends to resign, it must also be filed in writing. When returning from a leave due to medical reasons, the district will require a doctor's release prior to returning to work.

Employees who are on leave shall retain their cumulative annual sick leave. The Family Medical Leave Act of 1993 provides up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the district for at least one year and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons:

To care for employee's child after birth, or placement for adoption or foster care; or to care for employee's spouse, children, or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform their job. The district will require the employee to substitute sick leave days for any part of the 12 weeks. The employee will be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable". The district may require medical certification to support a request for leave because of a serious health condition, and may require second and third opinions (at Adventure Club/Building Bridges expense) and a fitness for duty report, to report for work. For the duration of the FMLA leave, the district must maintain the employee's health coverage under any "group coverage". Employee will continue to pay the premium. Upon returning from leave, employees must be restored to their original position or an equivalent position. The use of FMLA leave cannot result in the loss of any employment benefits that occurred prior to the start of an employee's leave. FMLA leave will be approved by the Board on an individual basis.

Insurance Information: The effective date is the date the insurance or benefit becomes active. The beginning withholding date is the date the annuity or insurance premium is withheld from the employee's paycheck. This is the payroll on the 15th of the month prior to the effective date. State Health Insurance is effective October 1st. All other insurance options are effective the 1st of the following month after working 30 days or at open enrollment with an effective date of January 1st. There is a Benefits Website that is attached to the Bentonville Public Schools website that gives all coverage's available. An employee may start a direct deposit or change a direct deposit effective the end of any month. Paperwork (direct deposit slip and form) must be on file in the Business Office by the 10th of said month. The Bentonville School District also offers a group life insurance policy at no cost to you. It is a \$15,000 Group Life and Accidental Death and Dismemberment Insurance Plan. The policy is for full time employees who work 20 hours or more per week.

Retirement: Employees shall be eligible for benefits of the Arkansas Teacher Retirement System and other benefits as prescribed by law. All full time personnel who retire from the Bentonville School System and are eligible for retirement benefits will be paid for all accumulated sick leave days, the maximum accumulated days being ninety (90). Payment for unused sick leave would be based on the employee's hourly average over the past year and minimum wage. Payment will be made within 90 days of the last day worked provided that documentation has been received by the superintendent's office that the person is qualified for, or is in fact drawing benefits from the Arkansas Teacher Retirement System.

Jury Duty: Employees who are called for jury duty are paid at their regular rate.

Other Bentonville School District Policies:

Workman's Compensation: See BPS Personnel Handbook.

Regulation of Controlled Substances: See BPS Personnel Handbook.

Sexual Harassment: See BPS Personnel Handbook.

Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome: See BPS Personnel Handbook.

It is our hope that this employee handbook is informative and useful. Again, it is a supplement to the Bentonville Public Schools Classified Employee Handbook which can be viewed at:

http://bentonvillek12.org/web/employment/downloads/personnel_handbook11.pdf

You should keep it handy for quick reference. We welcome you to the staff of Adventure Club/Building Bridges. We are happy you were selected to join our professional team of dedicated people, working to provide a quality childcare program for the children in the Bentonville School District. For those of you working with the school age children, we are sure you'll find working at Adventure Club to be a truly rewarding experience; a real 'adventure' in the lives of children. For those working with the Birth to 5, we are sure you'll find working at Building Bridges to be a truly rewarding experience because we're "building bridges" to a brighter future for the children in our care.

**PROCEDURE FOR COLLECTING MONEY AT OFFICE
EACH WEEK FOR ADVENTURE CLUB
BENTONVILLE PUBLIC SCHOOLS-CHILDCARE ENRICHMENT SERVICES**

We currently have 11 Adventure Club sites. They are as follows: Apple Glen, Centerton Gamble, Central Park @ Morning Star, Cooper, Elm Tree/Spring Hill, Mary Mae Jones, Old High, RE Baker, Ruth Hale Barker, Sugar Creek, and Thomas Jefferson.

1. Checks are collected at each Adventure Club site on Monday and Friday only, in the morning and in the evening. Checks are collected at the main office Monday-Friday. Cash payments must be made at the main office between 8 AM-5 PM, Monday-Friday. No cash will be accepted at the sites. Money (cash or checks) can only be accepted at the main office by the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager. This includes money boxes on Monday and Friday evening.
2. If checks are collected Monday or Friday morning at a site, the opener at each location is to bring the money box to the office before clocking out.
3. On Monday or Friday morning, the money box is received by office staff; but only opened by the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager.
4. The box is unlocked and the contents (checks) are placed in the money bag, which is then locked and placed in a locked cabinet. The box is locked back and given to the staff member to take back to the site.
5. Money received throughout the week at the office by the parent directly is placed in the locked money bag in the locked cabinet. If cash is received, the cash is counted in front of the parent, and a receipt is filled out. The original copy of the receipt (white) goes to the parent, the second copy (yellow) is paper clipped to the money and placed in the money bag.
6. On Monday and Friday evenings, the money box is received from each site. The money box is unlocked; checks are placed in the money bag. If a receipt for a check is requested the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager will write a receipt and place it in the site mailbox to be given to the parent at pick up. A checklist of all sites is marked as each arrives to ensure that all sites have been by with their money box.
7. When all sites have dropped off the money boxes, the money bag is locked once more and taken to the night depository at Arvest Bank on the square.

**PROCEDURE FOR COLLECTING MONEY AT OFFICE
EACH WEEK FOR BUILDING BRIDGES AND ECC
BENTONVILLE PUBLIC SCHOOLS-CHILDCARE ENRICHMENT SERVICES**

We currently have 3 Building Bridges sites and the Early Childhood Center. They are as follows: Wildcat Way Infant/Toddler Center, BHS Infant/Toddler Center, and Central Pre-school Center.

1. Building Bridges and the ECC has a 'No Pay, No Stay' policy. Checks are collected at each site Monday thru Friday. Payment is due the first day a child attends in the week at the time of drop off or the child can not stay until payment is made. Checks are also received at the main office Monday-Friday. Cash payments must be made at the main office between 8 AM-5 PM, Monday-Friday. No cash will be accepted at the sites. Money (cash or checks) can only be accepted at the main office by the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager. This includes money boxes.
2. Money that is collected at a site is brought to the main office by 10 AM of collection day.
3. The money box is received by the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager. The box is unlocked and the contents are placed in the money bag, which is locked and placed in a locked cabinet. The box is locked back and given to the staff member to take back to the site for money collection the next morning.
4. Money received at the office by the parent directly is placed in the locked money bag in the locked cabinet. If cash is received, the cash is counted in front of the parent, and a receipt is filled out. The original copy of the receipt (white) goes to the parent, the second copy (yellow) is paper clipped to the money and placed in the money bag. If a receipt for a check is requested by the Accounts Manager, Registrar, Program Coordinator, Assistant Program Coordinator, or Office Manager will write a receipt and place it in the site mailbox to be given to the parent at pick up.
5. The locked money bag is taken to the night depository at Arvest Bank on the square each night.