

Staff Handbook

2018

**Staff Handbook**

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**U.S. Department of Labor**

**Employment Standards Administration**

**Wage and Hour Division**

**(Revised January 2009)**

Fact Sheet #28: The Family and Medical Leave Act of 1993

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employee and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject.

The FMLA became effective on August 5, 1993 for most employers and entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

**EMPLOYER COVERAGE**

FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

**EMPLOYEE ELIGIBILITY**

To be eligible for FMLA benefits, an employee must:

• work for a covered employer;

• have worked for the employer for a total of 12 months;

• have worked at least 1,250 hours over the previous 12 months; and

• work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer’s intention to rehire the employee after the break in service. See, special rules for returning reservists under USERRA.

**LEAVE ENTITLEMENT**

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

• for the birth and care of a newborn child of the employee;

• for placement with the employee of a son or daughter for adoption or foster care;

• to care for a spouse, son, daughter, or parent with a serious health condition;

• to take medical leave when the employee is unable to work because of a serious health condition; or

• for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member. See Fact Sheet 28A for specific information regarding military family leave.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

Under certain conditions, employees or employers may choose to “substitute” (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the employer’s normal leave policy.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

• Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or

• Continuing treatment by a health care provider, which includes:

(1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

• treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or

• one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or

Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or

Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or

Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

NOTICE AND CERTIFICATION

Employee Notice

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer’s usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA- qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA- qualifying reason for which the employer has previously provided the employee FMLA- protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to $110 for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.

When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the employer has enough information to determine that leave is being taken for a FMLA- qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave.

Certification

Employers may require that an employee’s request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic re certification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA- exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to an “eligible” employee’s use of leave required by FMLA.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available

8 A.M. to 5 P.M. in your time zone, 1-866-4USWAGE (1-866-487-9243).

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| This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations. U.S. Department of Labor Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210 | 1-866-4-USWAGE  TTY: 1-866-487-9243Contact Us |

Welcome to Youthland Christian Academy!

Dear Employee:

You and Youthland Christian Academy have made an important decision: The Company has decided you can contribute to our success, and you've decided that Youthland Christian Academy is the organization where you can pursue an enjoyable and productive career.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of Youthland Christian Academy and its future. Every job in our company is important, and you will play a key role in our continued growth.

As you will quickly discover, our success is based on delivering high quality child care and providing unsurpassed customer service. How do we do it? By working very hard, anticipating our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a TEAM!

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!



**THE STATEMENT OF FAITH**

We believe the Bible to be the inspired and only infallible written Word of God. We believe that there is one God, eternally existent in three Persons: God the Father, God the Sun, and God the Holy Ghost.

We believe the Blessed Hope, which is the rapture of the Church of God, which is in Christ at His return.

We believe that the only means of being cleansed from sin is through repentance, faith in the precious blood of Jesus Christ and being baptized in water. We believe that regeneration by the Holy Ghost is absolutely essential for personal salvation.

We believe that the redemptive work of Christ on the cross provides healing for the human body in answer to believing prayer.

We believe that the baptism in the Holy Ghost, according to Acts 2:4, is given to believers who ask for it.

We believe in the sanctifying power of the Holy Ghost, by who indwelling, the Christian is enabled to live a holy and separated life in this present world: Amen.

**I. Philosophy, Mission, Vision and General Overview for Staff:**

As an employee of Youthland Christian Academy we recognize that those who work with young children face many daily decisions that have moral and ethical implications. You must display responsible behaviors and set forth a common basis for resolving ethical dilemmas encountered in early childhood care and education. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in our school’s Philosophy Statement.

**Our Mission**

Youthland Christian Academy is committed to strengthening families while providing opportunities and experiences in a loving caring environment that empower each child to reach his or her fullest potential. Youthland Christian Academy is focused on providing a fun, nurturing and curiosity-driven environment where children develop a love for learning and are inspired to do great things for the glory of the Lord.

**Our Vision**

Youthland Christian Academy envisions a generation of leaders in our community who are grounded in God’s word and who value and support education, and life-long learning. These leaders approach life’s challenges with the guidance of the Holy Spirit utilizing the values, principles, and ethics of Christian life

**Our Philosophy**

“Train up a child in the way he should go and when he is old he will not depart from it.” ~Proverbs 22:6

The needs of children and their parents are the top priority of Youthland Christian Academy. We help each child develop physically, emotionally, cognitively, socially and spiritually. We do this by presenting Christ in our curriculum while providing a safe, nurturing, challenging and fun environment.

First and foremost, Youthland Christian Academy provides children with constant and alert supervision in a safe environment, screened from hazards. Youthland Christian Academy believes that each child is a unique gift from God. The loving, caring, Christian atmosphere provides an environment that allows students to feel confident as they experiment, and discover their abilities. The stimulating, child-centered setting offers a safe and developmentally appropriate environment where children can learn self-discipline and have the opportunity to make good choices. Experienced and devoted teachers create challenging opportunities for children, inspiring them to do great things for the glory of the Lord.

Youthland Christian Academy is a “learning center” that assists children in their realization of success and fulfillment through programs of positive self-image. Enrichment centers, outdoor play, and special activities provide additional literacy opportunities and resources that include a writing center, computer center, and library. The large open classroom with designated areas provides both quiet and active play. Our entire program is designed to enable children to have a positive self-concept and to know success at an early age. This is possible because our Academy environment provides children the opportunity to be critical thinkers. Children experience the joy of learning, learn about the word of God and feel loved and accepted. Our program is our attitude!

Our Teachers and Directors provide weekly themes that ignite each child’s unique pleasure in learning. The seasonal curriculum suggests proven ways to include these weekly themes in a variety of “discovery centered” activities. Using the curriculum’s themes, each teacher designs individualized lesson plans; in addition, faith-based materials will be utilized to help your child’s character development. We do not adhere to standardized lesson plans because we feel there is no “standard” child or class. Therefore, we keep our teacher-child ratio at a level which comfortably supports personal attention.

**A Personalized Environment Designed For Your Students**

Each Youthland Christian Academy is designed to make your student’s day with us a happy and healthy one. The Youthland Christian Academy open floor plan assures your students maximum safety. Child-sized furniture and equipment are meticulously maintained for cleanliness and safety. Rugged playground equipment encourages healthy outdoor play. Nutritious hot meals daily help keep your students mentally alert and physically active. Limited enrollment guarantees personal attention. Your students are always special individuals at Youthland Christian Academy!

**Learning Through Discovery**

Youthland Christian Academy‘s hands-on curriculum and child-directed learning program stimulates and guides your child’s natural love for learning. Our curriculum is designed to guide your child through completion of important preschool cognitive skills at a pace that’s just right for young, eager minds.

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| **Growing In Many Ways!** |
| Clocks, dolls, colors, numbers, weather, baby animals, holidays, turtles, airplanes… all are wondrous new worlds that Youthland Christian Academy explores with your students. |
| playdough facesEach morning, toddlers venture into the world of colors, shapes, and textures. Older preschoolers are taught and learn the days of the week, how to tell time, and prepare for reading by learning letters and numbers. All ages are thrilled by popular Bible stories and learn about the world around them with teachers who are as excited about new discoveries as their students are.  Afternoons provide a quiet time for a nap followed by a variety of exciting activities. Your students might paint a picture, lead a symphony of drums, triangles, and xylophones, or head out on Youthland Christian Academy‘s “open road” as a driver of a big red truck.  From time to time, Youthland Christian Academy students’ welcome visitors from the community – perhaps a firefighter telling them what it’s like to climb a sixty-foot ladder or a pet store owner explaining why spiders spin webs. Youthland Christian Academy students visit various places in their communities to supplement their in-class work.  Youthland Christian Academy helps the children to grow in so many essential ways.  Art allows students to express themselves and their view of the world around them.  Motor skills develop as students climb, jump, skip, and run.  Music is played and composed. Or sometimes just listened to and enjoyed.  Social skills are developed as your child learns to work and share with others. |

**Designed For Busy Parents**

Parents are important at Youthland Christian Academy. Our program caters to children’s needs by offering a service as well as the opportunity to share in their child’s day.

There are Youthland Christian Academy close to where you work.

Our open-door policy encourages parents to visit their child at Youthland Christian Academy any time. Family’s are always welcome!

**Cared By Loving Staff**

All Youthland Christian Academy staff are carefully screened and trained to reassure that you would want them to share in your student’s day. Our low student/teacher ratios mean your students receives constant, personal attention.

Twice a year, teachers prepares a detailed progress report and invites parents to attend a personal conference. Your Youthland Christian Academy Director is available to discuss the student’s progress throughout the year.

Each Youthland Christian Academy is operated by a highly qualified and dedicated member of your community. Your Youthland Christian Academy director is exclusively committed to providing excellent on-going care, committed to answering your questions, and dedicated to working with you to help your child grow.

Standing behind your local YCA is the corporate team. We provide expertise missing from many childcare programs. Experts in curriculum, nutrition, and child psychology, continually update and improve our students’ daily program.

**ll. Job Descriptions**

Upon hiring, every employee must report to the office to submit paperwork, complete a federal background check, a local state report, review and sign all handbooks.  At this time, please bring copies of all degrees, course work and additional related trainings as well as driver’s license, references and medical statement.

**Job Description: All Teachers Working with Children   
Ages 6 weeks to 12 years**

Youthland Christian Academy employs loving, caring individuals who desire a career in early childhood development.   
  
Requirements:

Minimum education requirements are high school diploma or equivalent, as well as a pre-employment physical, drug test and background check.

Must complete the Academy’s orientation and trainings as required by the State of Florida. Failure to maintain training and in-service requirement as required by the State may result in loss of qualifications to work in the classroom and removal from the schedule until said hours are completed.

Responsibilities may include, but are not limited to:

Maintain daily clipboard, which includes; attendance records, class schedule, incident report documentation, curriculum, allergy lists, and other documentation required by the director.

Maintain class parent boards weekly.

Attend staff meetings and in-service training.

Practice emergency and evacuation procedures with the children.

Speak to children in a soft, reassuring voice.

Address behavioral problems to the director.

Follow daily schedule and provide children with consistency and a fun, loving learning environment.

Clean and organize classroom area.

Know and practice Youthland Christian Academy policies and state regulations and rules.

Report all incidents to director.

Speak professionally to parents.

Constantly use words of encouragement to help children discover self-worth and esteem.

Maintain sanitary conditions and follow all procedures related to cleaning the rooms/toys etc for the children at all times. Follow all rules/procedures regarding hand washing and other state requirements regarding personal hygiene.

Allow children to explore through art, science, math, language, transportation play, drama, and large motor.

Conduct meal counts, and other tasks as required related to the food program.

Under no circumstance will physical or verbal abuse of a child be tolerated. All teachers must know and understand the Academy’s discipline policy and must sign our behavior contract. Teachers who fail to follow our supervision policies may be immediately discharged.

Many teachers at Youthland Christian Academy are given the opportunity to continue their education through our in-house scholarship programs and internal advancement. Any teacher showing the drive, motivation, and dedication may have an opportunity to grow with the company.

**Job Description: Assistant Director/Office Manager**

Responsibilities Include: The Assistant Director and/or Office Manager is supervised by the Center Director/Administrator and supports the Center Director/Administrator in management duties as required.

The person selected for this position may also be responsible for the general supervision and management of a classroom or the kitchen/bus as needed.

Education Qualifications:

Selection for this position requires professional preparation as a teacher of young children, with a bachelor's degree and certification in Early Childhood Education, Elementary Education or Child Development. This individual must also meet the requirements of the state licensing agencies. Youthland Christian Academy offers many Scholarship programs for staff to pursue education certifications and degrees in Early Childhood Education.

Responsibilities may include, but are not limited to:

Plan, supervise, and implement the program for the class in accordance with daily lesson plans and policies and philosophy of the school.

Complete administrative duties for the class including keeping attendance, completing accident reports, maintaining classroom supply inventories, etc.

Implement the Youthland Christian Academy curriculum program, gearing it to the needs of the individual child with concerns for his interests, handicaps, special talents, and individual style and pace of learning.

Consider the individual child in relationship to his cultural and socioeconomic background.

Help each child to become aware of his role as an integral member of a group.

Assist the staff in the effective use of assistants and aides.

Assist the director and staff in parent-school relationships.

Attend all staff meetings and recommended training programs and assisting the director in two in-service staff meetings each school year.

Physical constraints required will include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including the ability to move about the center during observations and evacuation of the building during emergencies.

Demonstrate ability to handle crisis situations, especially where children are involved, able to respond immediately to any emergency.

Documentation of U.S. citizenship or eligibility to work in the U.S.

Responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom.

Assume an equal share of the joint housekeeping responsibilities of the staff.

Participate in recommended training programs, conferences, courses, and other aspects of professional growth.

Plan and implement methods of establishing a positive liaison with parents.

Assist in public relations events sponsored by the school.

Complete daily tasks as outlined in materials provided by YLA, to include administration of the center’s food program.

**Job Description: Food Prep/Cook**  
  
Responsibilities Include: Prepare, cook, and serve nutritious snacks and meals in accordance with State and Child Care Food Program nutritional guidelines.

Work with management to practice all guidelines of the Health Department and maintaining accurate records concerning daily menus, breakfast, lunch, and snack counts.

Clean the kitchen and serving areas, oversee food and paper product inventory and work with the director in the ordering of food supplies.

Food Prep Cooks should be available to supervise children during nap time or to substitute for a teacher in the case of an illness. It is mandatory to follow all policies and procedures as outlined in the Youthland Christian Academy Staff Handbook.

This person should be flexible in scheduling, patient, organized, and enjoy working with children. This person must meet the requirements of the State-licensing agency and requires a Food Servicing Certificate.

**Job Description: Driver**

This individual is responsible for safe, reliable transportation of children to and from elementary schools and planned field trips. This person will ensure that all children are properly restrained in a seat belt and that the vehicle is in good repair and well maintained. Hours may vary by location.  
  
Responsibilities Include:

Supervise children, safety and maintenance check of vehicle. Inform director of any potential problems with the vehicle.

Supervise children during nap time, teacher breaks or in the event of another teacher's illness.

It is mandatory for all YCA employees to follow all policies and procedures as outlined in the Youthland Christian Academy Staff Handbook. Cell phone use while driving is absolutely prohibited and may be cause for immediate termination. All employees must also meet the requirements of the state-licensing agency. This person must be at least 21 years of age, have a perfect driving record, and have a current and valid driver's license. Any employee with the responsibility of transporting children will refrain from DUI and in the event that a DUI occurred on a background search the employee will be immediately terminated.

This position also requires attendance at the Academy's in-house training.  
  
**Job Description: Center Administrator (Director):**

Qualifications/Education:   
The director is the senior manager and decision-maker for a center and is involved in all facets of running/managing the location. Directors shall have completed a bachelor's degree at an accredited college or university with a concentration or degree in Early Childhood Education, Elementary Education, or Child Development. Youthland Christian Academy requires a minimum of two years of experience working with children in either a daycare setting or a school environment. All directors must meet the requirements of the state licensing agencies.

Primary Responsibilities of the Center Administrator:

Plan and organize activities, which meet the goals of the school, enrollment, staffing, curriculum, and administrative responsibilities.

Maintain operations of the school according to the state rules and regulations and policies of Youthland Christian Academy.

Maintain appropriate staff levels for enrollment in accordance with school policies and state regulations, including the recruitment, selection, and appraisal of employees.

Play a primary role with parents in orientation, problem solving, and maintaining active parent-school relationships.

Maintain records pertaining to the administration of the school in accordance with state requirements in health, enrollment, safety, and licensing.

Develop and plan the center’s budget. Plan for the use and care of space and school equipment.

Plan and enhance community relations to promote community awareness and provide educational services to the public.

Oversee food program where applicable.

Participate in recommended training programs, conferences, and other aspects of professional development.

Demonstrate ability to handle crisis situations, especially where children are involved, able to respond immediately to any emergency.

Documentation of U.S. citizenship or eligibility to work in the U.S.

Please refer to the director handbook for additional information regarding job responsibilities of the Center Administrator.

**Job Description: Regional Director**

This person is responsible for supervising the daily operations of multiple Academies.

Qualifications:

Minimum 5 years’ experience as an administrator

Bachelor’s degree from an accredited college or university

Minimum 7 years’ experience in childcare

Superior problem-solving skills

Superior time management skills

Superior organizational skills

Superior communication skills (written & oral)

Flexible schedule

Excellent knowledge and understanding of state licensing rules & regulations, and Youthland Christian Academy Policies and Procedures

Skilled in handling multitask situations

Skilled in handling crisis situations

Skilled in handling emergency situations

Resourceful

Reliable

Responsibilities include:

Hiring and training administrators

Continuing education through seminars/in-service training

Availability to the administrators, Academy staff, and parents for resources and/or problem solving

Responsible for overseeing all day to day activities including but not limited to; accounts receivable, accounts payable, budgeting, marketing, promotions, enforcing state licensing regulations and Youthland Christian Academy policies.

Performing mock inspections for the purpose of meeting our goal of excellence and enhancing the Academy and its curriculum.

**Job Description - Camp Counselor:**

Youthland Christian Academy employs counselors on a seasonal basis for YCA Camp, a summer camp program for children ages 6-12 years.

YCA Camp operates during the summer months. Located at the centers, many activities are provided for the children including swimming, team sports, arts & crafts, drama, off site field trips and more.

Requirements Include:   
Counselors must be at least 18 years of age and able to complete Camp's yearly training in DCF Training, First Aid, CPR, and Recognition of Communicable Disease.

Counselors must produce a current physical, background check, references, and a copy of driver's license and social security cards.

A uniformed shirt is given to each counselor and each additional shirt is available for $10.00. Uniforms consist of khaki shorts, red uniform shirt, socks, tennis shoes, and sunscreen!

Completion of required paperwork and training before first day of camp, including review and acknowledgment of the camp counselor employee handbook.

All van drivers based at centers must be 21 years of age, possess a current, valid drivers’ license, and maintain a perfect driving record. All van drivers must attend a mandatory safety/training in-service covering the use of Youthland Christian Academy vehicles.

Camp Responsibilities Include:

Counselors are responsible for the overall supervision and safety of the children who attend and following the YCA Camp schedule and curriculum set forth by the Director.

Counselors must participate with the children in activities such as team sports, swimming, arts & crafts, and flagpole ceremonies.

**Job Description: Corporate – Office Manager**  
The Corporate Office Manager is stationed in the corporate office. This position requires experience in office management and exceptional organizational skills. The office manager works closely with the regional coordinators, district directors, directors, president and vice presidents.

Requirements: The office manager must have a pleasant, professional speaking manner on the phone and office experience.

Responsibilities Include:

Answer multi-line phones

Schedule center tours and providing information to parents on the phone

General faxing

Sort mail and mail out regular and certified mail

Filing

Interviewing and referring candidates to locations for job opportunities

All miscellaneous office responsibilities

Assists with administration of subsidize programs

.

**Job Description: Curriculum Coordinator**

The Curriculum Coordinator is stationed in the resource room located at the corporate office. The curriculum coordinator will support Directors with resources for staff to duplicate projects from the resource room, as well as provide support in the classroom for teachers with respect to curriculum, and the other corporate staff (phone, interviews, copies etc.) as needed.

Responsibilities:

Complete Pinterest ,Face Book and other activities as submitted by supervisor(s) in a timely fashion.

Create and oversee a small pre-school setting in the old video room with different activities: Circle Time, Math, Science, Language Arts, Writing, Library, Dramatic Play

Meet with Directors as they come to the Resource room each week. Provide a "topic" each week to go over and a handout or resource packet of some kind for the Director to take back and facilitate with her teachers. (Submitted to supervisor for approval a week in advance)

Seasonally (fall and spring) visit the centers and work with staff and Directors in the classrooms.

Develop and use a checklist as a tool to review strengths and weaknesses of a classroom.

Seasonally hold mini trainings weekly for infant, toddler, pre-school and school age staff. Trainings will be held Tuesday, Wednesday and Thursday of each week, featuring one training topic each week so that all staff from that room can attend one of the trainings

Oversee a team of “teacher ambassadors” who will attend meetings at corporate, work with staff in their centers if needed, Under the curriculum coordinator’s guidance, these staff will also work on curriculum projects for the class rooms, pick staff to help work on curriculum projects, correspond thru email to Curriculum Coordinator improvements achieved in class rooms or concerns.

**Job Description: Maintenance/Custodial Personnel**

Maintenance personnel must have transportation and the ability to travel within the network of Academies. Maintenance and/or custodial personnel may be subject to a pre-employment background check.

Responsibilities:

Have general "handy man" knowledge and maintain upkeep of the Academy’s Child Care Centers.

Follow lead from Directors and/or Regional Directors to ensure the building's structural safety, cleanliness, and overall maintenance of floors, walls, doors, and playground equipment.

Maintain campgrounds in season and maintain landscaping at all Academies.

Keep floors, walls, doors, and fixtures clean, safe, operable, and presentable.

Keep entrances, walks, porches, steps, and parking areas swept free of debris and other obstructions.

Maintain electrical fixtures in good working order, changing light bulbs as needed, and performing minor repairs as needed.

Refill dispensers for toilet tissue, paper towels, and soap as needed

Oversee assigned centers’ curb appeal, keeping the garden and grounds neat and attractive at all times.

Store all cleaning supplies and equipment in locked closets and cabinets, out of reach of children.

Physical stamina to perform duties listed above.

**III. Introduction & Confidentially Agreement:**

**Confidentially Agreement**

Information that pertains to Youthland Christian Academy business, including all non-public information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Youthland Christian Academy.

Please help protect confidential information - which includes but not limited to, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

Discuss work matters only with other Youthland Christian Academy employees who have a specific business reason to know or have access to such information.

Do not discuss work matters in public places.

Monitor and supervise visitors to Youthland Christian Academy to ensure that they do not have access to company information.

Confidentiality regarding sensitive information applies to both existing employees and those who have separated from the company. Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Youthland Christian Academy officer.

**Conflict of Interest**

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Youthland Christian Academy. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

Having a financial interest in any business transaction with Youthland Christian Academy

Owning or having a significant financial interest in, or other relationship with a Youthland Christian Academy competitor, customer or supplier

Accepting gifts, entertainment or other benefit of more than a nominal value from a Youthland Christian Academy competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to Youthland Christian Academy.

**IV. Anti - Discrimination & Harassment:**

**Americans with Disabilities Act**

It is Youthland Christian Academy's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Youthland Christian Academy is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as well as the ADA Amendments Act (ADAAA) of 2008. Youthland Christian Academy recognizes that some individuals with disabilities may require reasonable accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager and human resources (513-772-5888) to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

**Equal Opportunity Policy**

Youthland Christian Academy provides equal opportunity in all our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

**Policy Prohibiting Harassment and Discrimination**

Youthland Christian Academy strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

**Prohibited Behavior**

Youthland Christian Academy does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person’s work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

. is made an explicit or implicit condition of employment

. is used as the basis for employment decisions

. unreasonably interferes with an individual's work performance, or

. creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

. repeated sexual flirtations, advances or propositions

. continued and repeated verbal abuse of a sexual nature,

. sexually related comments and joking,

. graphic or degrading comments about an employee’s appearance

. displaying sexually suggestive objects or pictures

. including cartoons and vulgar email messages,

. any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another person's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the Company, regardless of gender or sexual orientation.

**Harassment by Non-employees**

Youthland Christian Academy will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

**Complaint Procedure and Investigation**

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to their director. If that person is not available, or you believe it would be inappropriate to contact that person, please contact human resources at the Youthland Christian Academy corporate offices at 561 441-0673.

Youthland Christian Academy will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate Youthland Christian Academy in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the center director or any other appropriate member of management. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination of employment.

**Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including employment termination.

**Employment at Will**

Unless expressly proscribed by statute or contract, your employment is "At Will." All Youthland Christian Academy employees are “At Will”, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time but may waive certain benefits by doing so. Any employment relationship other than “At Will” must be set out in writing and signed by an officer of the company.

**V. Compensation & Work Schedule:**

**Attendance & Punctuality**

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

**Employee Responsibilities**

It is the employee’s responsibility to:

Come to work each day prepared and on time

To make reliable transportation arrangements to and from work

To check the posted schedule each week.

To follow posted callout procedures and notify the director at least two (2) weeks in advance of any schedule changes/conflicts

To notify the director as soon as the employee knows he/she will not be in for his/her scheduled shift.

It is the employee’s responsibility to follow call out procedures as posted at your center. Texting is not an acceptable form of notifying your director of an impending absence. Repeated absences, regardless of whether said absences are qualified as excused, may require your director to adjust your shift and/or weekly hours to provide consistent classroom coverage of children in our care.

**Breaks**

Employees who work at least 8 hours in the day are entitled to a 60-minute unpaid break for meals during each work period.

Breaks may be scheduled at staggered times to allow department coverage.

During scheduled breaks, employees are not allowed to leave the building. Those employees who remain in the building can leave their classroom but not unattended. Employees on break may not disturb those employees who are not on break by chatting, hanging out in the classroom or otherwise interrupting them. During orientation, all employees will be given suggestions about where to go during break as well as where the employee break area is.

**CALLOUT PROCEDURES FOR STAFF:**

We ask that you provide one week’s notice to your director or supervisor if you will be missing work for any reason. This allows the director or supervisor to adequately find a replacement in your absence.

If you cannot provide this much notice (i.e. unexpected sick day), then you must first call your director’s cell phone (texting is not accepted) and let the director know about the situation keeping you from work.

If your director does not answer, then you need to leave a detailed message with a number where you can be reached. At this time, you must call the cell number of your regional director (no texting), leaving a similar message with a number where you can be reached. It is the employee’s responsibility to have these numbers available.

If you do not hear back from your director or regional by 6:30 am, you must then reach the office manager of your center when it opens in the morning. Please speak to him/her in person, rather than leaving a message, as messages are often not received in a timely fashion. In the event your supervisor is unable to locate a replacement for your shift, you may be required to come to work until a suitable replacement is located.

If you do not follow these procedures and do not show up to work, it will be considered a no-call, no-show and disciplinary action will be taken, including possible discharge.

For a callout related to a health problem or medical issues a doctor’s note may be required.

You are not to send messages through your co-workers because it is not their responsibility to report your absence and they will not be held accountable if your message does not get delivered.

If you have any issues with these instructions, please contact the H.R. dept. and leave a message or send a written letter and we will respond to you within a timely manner.

**General Pay Information**

Certain deductions will be made in accordance with federal and state laws.

In addition, the Company makes available certain voluntary deductions as part of the Company’s benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

**Outside Employment**

Because of Youthland Christian Academy's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether it presents a potential conflict. It is the employee’s responsibility to notify management of any concurrent employment.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their managers. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

**Pay Schedule**

Employees will be paid bi-weekly on Tuesday (26 pay periods per year). If the regular payday falls on a holiday, payday will be the regular workday after the holiday.

Direct deposit is mandatory. Please submit your bank information to your director upon employment.

Youthland Christian Academy, under no circumstance, issues pay advances, employee loans or monetary gifts to any employee of Youthland Christian Academy.

**A few additional facts about pay:**

1. Pay rates are determined during the hiring process and are based on education and experience in the child care field.

2. Some employees may qualify for salaried positions. These employees will have been with the company for a least one (1) year and meet other qualifying factors.

3. If a paycheck is lost or stolen, notify your center director immediately.

Any employee, who fails to provide a minimum of one week's notice (5 business days) in writing prior to terminating employment, will receive their last check at an hourly rate of minimum wage.

Youthland Christian Academy/YCA Camp depends on each employee to report to work and require a written notice when terminating employment. This is a safety issue and the center or camp will use the time provided in the notice to secure a replacement. If a replacement is secured prior to the date of the notice, the employee may not be required to work the entire length of the notice. In that event, the last paycheck will be issued at the normal assigned pay rate. All employees are required to contact the corporate office at 561 441-0673 to conduct an exit interview with the Human Resource Director, as well as provide a current mailing address for final payment.

Youthland Christian Academy payroll will make every effort to ensure that employees are paid correctly. However, in cases of improper overpayment, even where the error was not the fault of the employee, employees are expected to promptly notify payroll of an overpayment error and repay the amount of the overpayment. Failure to report a significant overpayment (typically, over $100.00) may result in the employee’s termination from Youthland Christian Academy.

Repayment arrangements will be made through the corporate office. Youthland Christian Academy reserves the right to pursue collection of remaining over payments through court proceedings if recovery efforts under this policy fail.

**Repayment**

Employee repayment of overpaid wages or salaries can be repaid by personal check, money order, or cashier’s check. Employees may make a written request to have their repayment deducted in total in the next scheduled biweekly payroll run.

If the employee does not make full payment within ten days of being notified of an overpayment, Youthland Christian Academy shall initiate payroll deductions.

Youthland Christian Academy will utilize payroll deduction (whether voluntary or involuntary) as a method of repayment. Prior to the first deduction, an employee shall be given notice of the amount that will be deducted from his or her paycheck and the period(s) for which such deductions will occur.

Except in cases when the employee is leaving Youthland Christian Academy employment, reductions of pay will not result in the employee receiving below state minimum wage for all hours worked.

In the event of a final paycheck of an employee leaving Youthland Christian Academy employment, the full amount of the overpayment, up to the total amount of the final paycheck, may be deducted. If an employee is not due a final paycheck due to an overpayment, he or she shall be notified in writing.

**Safe Harbor**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

**Review Your Pay Stub**

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

**Non-exempt Employees**

If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a log that is located on-site at each center. Each employee must completely and accurately report hours worked (and that there is no unrecorded or “off-the-clock” work). Your time log must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

**Exempt Employees**

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

Full day absences for personal reasons, including vacation.

Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).

Family and Medical Leave absences (either full or partial day absences).

To offset amounts received as payment for jury and witness fees or military pay.

Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.

The first or last week of employment in the event you work less than a full week.

Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

Partial day absences for personal reasons, sickness or disability.

Your absence because the facility is closed on a scheduled work day.

Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.

Any other deductions prohibited by state or federal law.

Please note: You will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off.

**To Report Violations of This Policy, Communicate Concerns, or Obtain More Information**

It is a violation of the Company’s policy for any employee to falsify a time card, or to alter another employee’s time card. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee’s time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Human Resources Department.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your time card. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact Payroll immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If you have not received a satisfactory response within five business days after reporting your concern to Payroll and you are unsure who to contact to correct the problem, please immediately contact Bridget Booth.

Every report will be fully investigated, and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company’s investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

**Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals informally at anytime.

Additional formal performance reviews will be conducted annually to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Each teacher is assigned a specific classroom. ALL children entering the building must wash their hands before joining the class. (including infants and toddlers). We are requiring all Parents, Staff, and Visitors to also wash their hands upon entering our building. Your classroom is a direct representation of Youthland Christian Academy as the parents and families’ tour, visit, and utilize the center each day. The classrooms must be kept in compliance with the State of Florida as well as the guidelines Youthland Christian Academy has put into place. These state guidelines can be found in the director’s office. Youthland Christian Academy guidelines are as follows (and can be changed without prior notice):

Teachers will keep a clean and orderly classroom, which will be inspected by the director and/or manager on duty before a classroom is considered properly closed.

Floors will be free of trash, food particles and other debris and hazards. Such items will be cleaned up immediately in accordance with the State of Florida and health department.

Diaper changing areas and restrooms will be free of clutter, trash and other hazardous materials. They are cleaned in accordance to the schedule posted.

Toys will be cleaned and disinfected daily according to the posted schedule.

Toys should be kept in excellent condition. Those not in excellent condition will be replaced or repaired.

Teachers may not eat or drink anything (bottled water excluded) in their classroom.

Teachers are expected to conduct themselves as teachers. This means they are not permitted to “just sit and watch” the children in activities. They are role models and must participate and play with the children!

Teachers must use positive reinforcement, positive re-direction and other forms of appropriate discipline. At no time is a teacher permitted to hit, shout, demean, use embarrassment tactics, or abuse children as form of discipline. If a child has a continuing discipline problem, it is to be brought to the director’s attention for further action.

At no time is a teacher allowed to “diagnose” a child’s behavior or issues! Teachers are encouraged to discuss the child’s behavior, progress and development with the parents. However, soliciting an opinion regarding a child’s on-going behavior is not tolerated without first discussing it with the center director.

**Performance Reviews and Salary Increases**

Wage reviews are held annually at the time of annual reviews. Salary increases are based on yearly reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

**Company Equipment and Vehicles**

When using Youthland Christian Academy property, including vehicles, computer equipment or hardware, art materials, play equipment and toys, employees must follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or toys appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment’s deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Youthland Christian Academy because of such mistreatment.

**Company Property**

Please keep your work area and classroom neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from the center director.

**IV. Employee Files:**

Employee files and their contents are considered company property. Employees should make and keep copies of any pertinent information they wish to keep for future use, such as trainings, incident reports etc. For a fee, employees may also submit a document request form to their director in the event extra copies are needed.

**State and Federal Background Checks**

All employees are required to have a state and FBI background check. The employee is responsible to provide the initial background check and all maintenance checks, in the event, a background comes back with a conviction, the employee will be disqualified immediately.

All Youthland Employees must have the following paperwork submitted prior to employment:

Employee application

Copy of High School Diploma or GED

Copy of Driver’s License & Social Security Card

Completed Medical signed by Doctor

3 References (G)

Signed Non-Conviction Statement (F)

Local & Federal background check (are available in the Youthland Christian Academy Office)

Signed staff handbook

Signed training contract

First Aid/CPR certification

Any applicable trainings or degrees

**VII. Classroom & Center Policies:**

**Supervision of Children**

No child is to be left unattended for any reason, in any area of the building, on the playground, or on trips. Leaving a child unattended will result in immediate termination of your employment and you may be reported to Department of Children and Families and the local police. Children are never permitted to use the bathrooms unsupervised or wander through the facility. All staff is required to keep constant mental counts as well as daily attendance records with you at all times. All children must be counted before and after transition times. Every staff member in the building must have attendance records at all times and check all children in their care in and out each day. Failure to know your counts or supervise children trusted in your care will not only result in your immediate termination of employment, and Youthland Christian Academy will report any such incident to DCF and the police.

All children enrolled in Youthland Christian Academy are your responsibility. If a child in need or a parent needs information, please assist them in a pleasant and helpful manner. Never say “I don't know” to a parent, please rephrase your response to something like “I wasn't your daughter's teacher this morning, however I am certain our Director can answer any questions you may have.”

Communication is the key to providing a safe environment for the children. YCA teachers are required to carry a clipboard at all times and when a teacher takes over your class or vice-versa, remember to allow 5 minutes to review the clipboard together and review each child's day or any special reminders from Mom and Dad.

**Discipline of Children**

Each Academy staff member in charge of a group of children shall be responsible for their discipline. Physical or verbal punishment shall never be an acceptable discipline procedure. Violation of this policy will result in immediate termination of the employee. It is not the responsibility of the teacher to discuss, analyze, or diagnose a child's behavior. However, it is the responsibility of the teacher to document any and all behavioral problems. The Director will address all behavioral problems with the parents. Youthland Christian Academy requires all employees to sign the Staff Training Contract. This is a contract between you and YCA promising that you will never use verbal or physical punishment in our centers.

Note: Your Director has a copy of the discipline procedure plan. This plan outlines the 12 step Positive Reinforcement procedure to follow.

**Playground Policy**

Close supervision of all playground activities is necessary at all times. The following rules should be observed:

Playground closes at dark.

No gravel, mulch, or any throwing of the playground surface.

No child may ever go outside of the fenced in area.

Teachers may not sit or huddle with other teachers.

Never turn your back to the children.

Last class in sweeps sidewalks at end of the day to keep path clean.

Creative outdoor activities must be planned daily.

Use playground only at designated times.

Make sure all children are properly dressed. Zip coats, tie shoes, put on hats, mittens, scarves, etc.

**Attendance Records**

Daily attendance records are to be kept by each teacher. Each child’s birth date must be listed in the attendance book. Each child must be checked in upon arrival at the center and checked out upon leaving the center in the evening. Attendance books are NEVER to leave the center and must remain with you at all times during the day. When you take your class outside or move to different interest areas, make sure to have the records with you. All books are to be left in the office at the end of shift, in the place specified by the Director. During a fire drill or any emergency, it becomes imperative that you have the attendance book with you to account for each student in your class.

**Behavior Charts**

All teachers are to complete daily behavior charts, including any specific information that is requested by parents. Behavior charts are to be posted, along with your lesson plans and schedules. Your director will give you the charts to fill out and remember they must be specific and individual to each child.

Any behavioral problems with a child should be discussed with the Director only. Teachers are to remain positive with the parents at all times. If asked by a parent how little Johnny’s behavior was that day, and assuming it was not a great day, simply inform mom or dad that there is some documentation that the director will be happy to discuss with them in her office.

**Accident and Illness**

All injuries are to be reported immediately to the manager/director with use of the appropriate form. Any injury that requires first aid is to be reported on an incident form at the time of the incident and signed by your director and the parent. A copy of this form is to be made and sent home with the child, on the day of the incident. Any unusual incidents are also to be reported in this manner. A “boo-boo” slip should be used only when first aid is unnecessary. Remember if there is an offending child, his/her name may never be used on any forms or given to parents for any reason. At the end of your shift all forms that are completed are to be turned into the office, all unsigned forms are to be given to the room supervisor. Check your children as they come into the center for illness, odd behavior, inappropriate dress or any unusual injuries. When a child comes to the center with an injury, fill out a child observation form and notify the director immediately. The director will notify the parents and inquire to the nature of the injury.

If you suspect child abuse or neglect, we request that you discuss it with your director; however, you are obligated to report your suspicions to Children’s Services immediately.

**How To Report Child Abuse**

If you suspect child abuse or neglect, we request that you discuss it with your director; however, you are obligated to report your suspicions to Children’s Services immediately.

State of Florida: 1-800-962-2873 or Report online at https://reportabuse.dcf.state.fl.us/

**Lesson Plans**

Youthland Christian Academy will provide you with a monthly theme and curriculum. It is your responsibility to create a lesson plan following the curriculum given to you. You will need to turn in the lesson plans to your director for review no later than the Thursday before the lessons are scheduled to begin. At that time, you may turn in a supply request form as well for any materials you will need. Remember to post your lesson plans after your director reviews them with you, many parents may donate supplies you will need for cooking projects or arts and crafts. By posting the plans in advance, you open communications with the classroom parents, involving them in their child’s day even when they can’t be there.

Any literature you post in your classroom must be approved in advance. This eliminates embarrassing grammatical mistakes and prevents protected information from being posted. A specific example may include a child’s name that is not on the class roster.

Teachers may prepare lesson plans on personal time or during napping hours while supervising a classroom. If you need assistance with your lesson plans, let your director know and she will schedule time to work with you.

Lunch time is considered a part of the curriculum. Lunch is to be served on hard plates with cups and silverware (no paper products). The music is to be set to classical or a light instrumental, while each table is assigned a “topic of conversation” such as, “what is everyone’s favorite thing to do on a Saturday?” Lunch is to be served family style (please pass the green beans) and the children will set napkins in their laps, and asked to be excused before they scrape their plates into the trash and put their dishes in the appropriate lunch bins.

**Children's Grooming**

Throughout the day, teachers are expected to practice and implement good grooming practices with each child in their care. Each evening at 4:00, all children must participate in good grooming activities. Faces and hands are to be washed, clothing is to be tidied, hair fixed, and noses are to be wiped.

Diapered children MUST be changed before the parent arrives for pickup. As a courtesy to our parents, staff is required to prepare for each child’s departure by packing up diaper bags, organizing and gathering all children’s belongings and having coat, hats, mittens, artwork etc. all organized and ready to go with the child. Put a fresh diaper on all diapered children and take potty trained children to use the restroom and wash up before mom and dad’s arrival. If the parent arrives earlier, please assist them in gathering articles and the grooming of their child.

**Sanitary Practices**

Safety is the top priority at Youthland Christian Academy. All policies are established to provide the safest environment for both staff and children. You are required to wash your hands when you arrive for work. This practice must continue throughout the day to stop the spread of communicable disease. After you assist children in the bathroom, help them to properly wash their hands and then show them how you wash yours.

You must wash your hands upon entering the building and also after each diaper change, even when you wear gloves! Proper hand washing techniques prevent up to 90% of viruses and germs. Monitor the children’s health throughout the day for illness. Immediately report any unusual coughs or fatigued children to the director as well as children with obvious signs of fever and vomiting.

Maintain a clean environment in your classroom. Sanitize the toys, door knobs, cots and tables daily with bleach and water. Wash all the items weekly with soap and water and send home all personal belongings with the parents on Fridays for wash. Wash all plush toys, center sheets and blankets in the wash machine daily. Maintaining a clean environment for the children will reduce the spread of germs and make for a happy mom and dad!

**Classroom Management**

Teachers may not bring items into the classroom that are not related to curriculum and lesson planning without the prior approval of the center director. Teachers are not permitted to bring special gifts for students.

Youthland Christian Academy’s policy states that all food and drink must be consumed during your assigned break. You may not have drinks or snacks while on the clock. If a medical condition requires you to consume liquids throughout the day, provide a physician’s note to your director. Absolutely NO SODA CANS or FOUNTAIN DRINKS are permitted while teaching a class! The children will be offered milk, juice and water throughout the day. You are welcome to eat center meals with them or wait until your break to eat other foods and drinks not offered to the children.

Cell Phone use of any kind is a violation of the supervision policy and is prohibited at all times in the building! You may not bring a cell phone into the building under any condition. You may use the center phone for personal use on designated breaks and to speak with parents of your students throughout the day. If you would like to use your personal cell phone during designated breaks, you must do so outside of the building.

Sleeping in the building during anytime is prohibited and is a violation of our supervision policy. This includes designated breaks. Any staff member who violates this policy will be discharged upon waking up.

**VII. Employee Discipline Procedures:**

**Conduct Standards & Discipline**

Youthland Christian Academy expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts. It is expected that all employees will report improper conduct by a fellow employee in a timely fashion to the center director. If an employee fails to report an incident that violates the Youthland Christian Academy behavior contract or conduct standards and discipline, this too may also be considered an offense worthy of discipline, including probation or termination. Disciplinary action may be taken at the discretion of the center director.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Youthland Christian Academy retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

unsatisfactory quality or quantity of work

repeated unexcused absences or lateness

failing to follow instructions or Company procedures, or

failing to follow established safety regulations

bringing unapproved items into the classroom

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

falsifying an employment application or any other company records or documents

failing to record working time accurately or recording a co-worker’s time sheet

insubordination or other refusal to perform

using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination

disorderly conduct, fighting or other acts of violence

misusing, destroying or stealing company property or another person’s property

possessing, entering with or using

weapons on company property

possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time

violating conflict of interest rules

disclosing or using confidential or proprietary information without authorization

violating the Company’s computer or software use policies, and

being convicted of a crime that indicates unfitness for a job or presents a threat to the company or its employees in any way.

Employees may also be immediately terminated for any of the following:

Any form of abuse to a child (this includes pushing, pinching, hitting,

slapping or otherwise being physically forceful)

Any employee who verbally abuses a child (telling a child to “shut up” cursing, yelling, shouting or screaming at a child)

Any form of disrespect towards parents or supervisor

Any employee who refuses to submit a drug test

Any employee who receives three (3) verbal or written warnings regarding misconduct.

In the event an employee’s conduct requires immediate termination, that employee will be considered to have voluntarily abandoned their position, and therefore forfeits the rights to any outstanding worker’s compensation claims which were in effect at the time of termination.

**Theft**  
Youthland Christian Academy has a zero-tolerance policy regarding theft of personal and/or company property. Any employee found to have engaged in this type of behavior, or who fails to report knowledge of said behavior shall be subject to immediate discharge for violation of ethics and conduct standards and may be reported to the appropriate authorities.

As we are not liable for items lost or stolen on the premises, we encourage employees to store as little personal property as possible on-site during the work day. In no event shall Youthland Christian Academy be responsible for personal items that are lost or stolen, although we will report such events to the authorities and make our best effort to help recover stolen items. Any items of an illegal nature are strictly prohibited from company property and failure to follow such policy will result in immediate discharge. Staff are also not permitted to bring items (those of a personal nature or related to classroom curriculum) into the classroom without prior approval from the center director.

**IX. Dress Policy:**

**Dress Policy**

Appropriate attire is required and must be clean and properly fitted to the employee. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be Youthland Christian Academy employees. Be guided by common sense and good taste.

The purpose of our dress code is to provide standards commensurate with professional attire, appearance, and hygiene for students, parents and fellow staff.

**TEACHERS:**

For a small fee, uniform shirts will be available with the Youthland Christian Academy logo, which should be worn daily excepting any special occasions at the center which would allow for variation. In addition, scrubs are permitted, and the following applies:

Hair must be pulled back and worn in an appropriate style and color.

Proper footwear is required, such as gym shoes or medical clogs (like Crocs). Absolutely no flip flops, heels, boots or sandals.

Nails should be kept clean and at one-quarter (1/4) inch long or less, to prevent the spread of germs.

Scrubs must be clean, in good condition and fit appropriately. Staff will notify management if scrubs become worn or fit improperly so that they may be replaced.

Limited jewelry and no dangling or large hoop jewelry that might create a safety hazard to self or students.

Visible body piercing is unacceptable, unless demanded by religion/culture.

In order to reduce the chances of second and /or third hand smoke to our students, staff will not be permitted to smoke while on shift or anywhere on Youthland Christian property, even during breaks. Any employee with an odor of cigarette smoke on his or her person will be required to change scrubs and brush teeth before further interacting with the children.

**DIRECTORS, ASSISTANT DIRECTORS AND OFFICE MANAGERS**

Youthland Christian Academy Directors should dress professionally and in a manner that makes him/her easily identifiable as the lead manager of the center. This may include professional casual attire, such as khakis/chinos (pressed and clean), YCA polo shirts/T-shirts and closed toed shoes (no flip flops). Assistant Directors and Office Managers must be dressed appropriately to spend a portion of their day in the classroom, thus should wear Youthland Christian polos, khaki (or chino) pants and white tennis shoes.

Hygiene Requirements (all positions):

Daily bathing and oral hygiene is required.

Clean body and minimized body odors.

No heavily scented perfumes, colognes and lotions.

Moderate make-up.

Proper hygiene must be followed at work, including hand washing. Employees are expected to be a role model for students in this area.

**Compliance (all positions)**

Departure from appropriate grooming, hygiene and attire standards will result in  
employee counseling and/or disciplinary action up to and including termination of  
employment. Theme days are occasionally approved by corporate and/or appropriate  
department when a deviation from these guidelines is appropriate, and when the  
business necessities will not be affected. Personal appearance standards may be reviewed periodically and updated as  
deemed necessary.

**X. Drug & Alcohol Policy:**

**Drug and Alcohol Policy**

Youthland Christian Academy strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

Drug use and alcohol use are prohibited. Youthland Christian Academy/ Camp YCA may administer random drug testing of all personnel several times per year. Typically, an outside testing company will report to the camp site or center unannounced and collect a urine sample from all employees on premises. Failure to comply with the testing is considered an admission of guilt and offending employee will be terminated immediately. This service is paid for by Youthland Christian Academy/ Camp YCA, however, any staff member who FAILS the urine analysis, will be terminated and must reimburse the Academy for the cost of the test. We recommend that employees, who will not pass this test, refuse to take in order to avoid such a charge. The cost of the test varies but shall not exceed $100.00.

Youthland Christian Academy/ Camp YCA will also send employees for a test, post-accident or if management suspects or is informed that a staff member may have used alcohol or illegal drugs.

Youthland Christian Academy/Camp YCA will not assume any responsibility for any employee who screens for illegal drugs. This includes rehabilitation. An employee may be eligible for re-hire after six months from the date of termination after failing a drug test, under the following specific guidelines:

Employee must pass a pre-employment drug screen (paid for by employee) or provide a letter from the employee’s physician stating that the employee is free from drugs and seeking medical professional help.

Employee is subject to a six-month period of random drug screening, with screening tests to be paid for by the employee. If employee passes the six months of testing, he or she shall be returned to the general pool for random testing. Should employee fail any additional tests, employee may be subject to immediate termination.

Smoking is not permitted anywhere on camp grounds, no exceptions. Smoking is also prohibited within 100 yards of any Youthland Christian Academy. Youthland Christian Academy/Camp YCA encourages the health of our employees and strongly implores each staff member to practice good health. For assistance in quitting smoking, please contact the corporate office for literature and programs available.

**Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing company business for Youthland Christian Academy, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises.

**Illegal Drugs**

Youthland Christian Academy employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or work site. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Youthland Christian Academy facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

**Disciplinary Action**

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

**Searches**

Youthland Christian Academy may conduct searches for illegal drugs or alcohol on company facilities or work sites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Youthland Christian Academy property that is provided for employees' personal use, such as desks, lockers, and files.

An employee’s consent to a search is required as a condition of employment and the employee’s refusal to consent may result in disciplinary action, including termination.

**XI. Ethical & Legal Business Practices:**

**Ethical and Legal Business Practices**

Youthland Christian Academy expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others’ perceptions and interpretations. You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by Bridget Booth.

**Complying With Laws and Regulations**

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

**Giving and Receiving Gifts**

You may not give or receive money or any gift to or from a supplier, student, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

**Employee Privacy and Other Confidential Information**

Youthland Christian Academy collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Bridget Booth must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

**Accounting and Financial Reports**

Youthland Christian Academy's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts. Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

**Account and Customer Information**

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

**Compliance**

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

**Grievances**

Employees are encouraged to bring concerns, problems and grievances to management's attention, by calling the corporate office at 561-441-0673 and speaking to an officer of the company. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Youthland Christian Academy officer.

**Corrective Discipline**

Youthland Christian has a corrective discipline procedure that may involve verbal coaching, written warning, suspension with or without pay and/or termination. The Company reserves the right to ignore or accelerate any and all steps given the situation. The Company or the employee can end the employment relationship at any time, with or without notice, reason, logic, or cause.

Please note that Youthland Christian Academy reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the corrective discipline process.

Youthland Christian Academy may refuse to allow a terminated employee visitation access to the centers. Any personal items left behind will be mailed to the employee, or there may be a prearranged pick up time.

**Smoking Policy**

Smoking is prohibited inside all Youthland Christian Academy facilities. Smoking by employees shall not take place within 100 yards of our facilities.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined. Should you have a question, complaint or dispute about smoking in the workplace, contact you center director.

**Workplace Solicitation**

To promote a professional workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Youthland Christian Academy has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Youthland Christian Academy property or use company facilities, such as e-mail, voice-mail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Non-employees may not make solicitations or distribute literature at any time.

Youthland Christian Academy may grant limited exemptions from these rules for charitable purposes at its discretion.

**Zero Tolerance for Workplace Violence**

Youthland Christian Academy has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

**Relationship Disclosure**

It is the policy of Youthland Christian Academy that relationships between our staff and our clientele (i.e. vendors and/or parents) shall remain professional at all times in order to prevent putting staff in any compromising positions in relation to clients and/or vendors.

Any potential conflict-of-interest relationships between staff and a client and/or vendor must be reported to your director. Please notify your director if you refer friends or family to our center as a client or possible employee, so your director can note this in your file. Failure to report such relationships may result in disciplinary action up to and including termination.

Following are the general recommendations to be followed in order to preserve a professional relationship between clients and all staff.

1. Staff members should not discuss their private lives or personal beliefs with clients or vendors.

2. Staff members should not participate in, condone, or be associated with dishonesty, fraud, deceit or malicious misrepresentation.

3. As a general principle, staff members should not provide transportation for clients and vendors or accept transportation from clients or vendors. In the event transportation is not available, consult your supervisor. Staffs are expected to have their own transportation and should not accept transportation from clients. In the event of an emergency, consult your supervisor.

4. Staff members who have existing or previous relationships with a client or with a client’s significant other, wife, husband, or family member should inform their supervisor and discuss the appropriateness of working with that person.

5. Staff members should not invite clients to their homes, nor share their personal addresses or phone numbers with clients.

6. Staff members should not handle items of a personal nature for clients.

7. Staff members should never loan money or borrow money from clients, nor purchase items or services for clients or from clients.

8. Staff members should not engage in business ventures with clients.

9. Staff members should not accept offers of employment with a client of Youthland Christian Academy (i.e. babysitting outside of Academy hours) without first notifying the director for approval.

Immediate action will be taken through appropriate channels against unethical conduct by any member of the team.

**XII. Employee Leave:**

**Family Medical Leave (FMLA)**

You are eligible for family and medical leave if you have worked for Youthland Christian Academy for at least 12 months and have put in at least 1,250 hours during the 12 month period before the leave is to begin. FMLA paperwork must be requested and completed in the time frame noted or else the employee forfeits the right to use said leave.

**Reasons for the Leave**

You are entitled to take up to 12 workweeks of unpaid leave:

to attend to the birth, adoption or foster care placement of your child

to attend to the serious health condition of your child, spouse or parent, or

to receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

treatment requiring inpatient care in a hospital, hospice or residential care facility, or

continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

**Substituting Paid Leave**

Any accrued vacation or personal leave time will run concurrently with family and medical leave. Your total FMLA leave time, which may include paid vacation and PTO may not exceed 12 weeks. The Company has the right to designate such leaves as running concurrently with FMLA leave.

**Types of Leave**

Leave due to the birth or placement of a child in your home for adoption or foster care (bonding time) must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. You may take leave due to your own or a family member’s serious health condition in:

one continuous 12 week segment

an intermittent schedule, such as one day off each week, or

a reduced schedule, such as beginning two hours late, twice a week.

**Notice of Leave**

If your need for leave is foreseeable, you must give 30 days prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days. If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

**Medical Certification**

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Youthland Christian Academy may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

**Outside Employment**

You may not work for outside employers while on family and medical leave with Youthland Christian Academy. It is also expected that those employees out on FMLA for a serious medical condition would not engage in activities inconsistent with the need for leave (ie vacations, physical activity that is not in line with the need for time off work).

Youthland Christian Academy does not endorse and is not responsible for staff that provides services to Youthland Christian parents, such as babysitting. Any relationship formed outside the daycare excludes Youthland Christian from all liability, and any variations in conduct standards between the two do not apply while the staff member is working in a Youthland Christian Academy. Regardless of any relationships (friendships, family) formed outside the daycare, our staff is expected to adhere to our conduct standards and behavior contract at all times.

**Returning to Work**

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify Youthland Christian Academy of your status, you may be terminated.

**Benefits During Leave**

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

Youthland Christian Academy will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

**Misrepresenting Reasons for Leave**

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

**Florida Laws on Military Leave for Employees**

Florida employees who are members of the National Guard, Reserves, or militia most likely have two jobs: a position in the private sector and a position in the military. If you are called to active duty, you might be absent from your civilian job for months. But while you are gone, federal and state laws protect your job rights.

Employees who need time off work for military service are protected by USERRA, a federal law. USERRA prohibits discrimination against employees who are in the military, have served in the military, or take leave to serve in the military. But it provides valuable additional protections as well: USERRA requires employers to reinstate employees who take up to five years off for military service, with all of the promotions, raises, and other benefits they would have received had they worked through their time off. And, it prohibits employers from firing employees without cause for up to one year after they return from service.

USERRA protects employees who serve in the United States military, including those who serve in the Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves, Army or Air National Guard, and Commissioned Corps of the Public Health Service. If you work in Florida and you need time off for service in one of these branches of the military, you are protected by USERRA.

Florida law protects employees who are members of the Florida National Guard and are called into active state duty. These employees may not be penalized for their absence from work. Once their military service is complete, they must be reinstated with full benefits. And, they cannot be terminated without cause for a year after they are reinstated.

Florida law also prohibits discrimination against members of the reserves.

**XIII. General Employment**

**Employee Classifications**

Employees at Youthland Christian Academy are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance. All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

**Employee Records**

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents. Personnel files are the property of the company.

It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered company property and are not available for review by employees.

**Introductory (Probationary) Period**

The first 90 days of employment are an Introductory Period for both the employee and the Company. During and after this period, the work relationship will remain “At Will.”

This period of time allows you to determine if you have made the right career decision, and for Youthland Christian Academy to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

**Training and In-Service Hours**

It is Youthland Christian Academy’s expectation that each employee will track his/her own in-service hours as required by the State/Governing Agency to remain active on the schedule. Failure to complete in-service trainings as required by the state may result in removal from the schedule and loss of hours.

Youthland Christian Academy provides employees with the necessary training to do all the functions their job requires or able to source alternative training locations in the area to help employees meet these requirements.

If an employee signs up to attend training but does not show up, the employee may be suspended from SEEK. Employees who attend these classes are expected to show respect to the teacher and/or trainers and may be asked to leave in the event their behavior is deemed unacceptable by the designated YCA representative on-site during the training.

In the event that an employee is terminated or resigns, any training classes paid by Youthland Christian Academy may be deducted from final paycheck.

Within the 90 days of employment an employee is required to register for the DCF trainings and complete within 6 months.

**Job Postings & Promotion**

Youthland Christain Academy has a job posting program to inform employees of available staff positions. The Academy will fill job vacancies whenever possible by promoting qualified employees from within the Company.

To apply for a posted position, an employee must:

have completed any mandatory Introductory Period at a satisfactory performance level

meet the minimum requirements for the position, and

not have received written correction counseling within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume indicating interest in the position. Qualified employees must inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Youthland Christian Academy has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

**Reference/Background Checks**

Youthland Christian Academy conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Due to the sensitive nature of our business and the importance of our staff’s interaction with children, Youthland Christian Academy chooses not to accept employees or applicants with charges or convictions (regardless of conviction or dismissal) including, but not limited to: domestic violence, theft, robbery, child abuse, negligence, abandonment or endangerment and assault. Prior charges of drug abuse may require an applicant or employee to submit to random testing at corporate discretion.

FBI and online arrest records will be checked upon application for employment, then yearly at evaluation time. Any misrepresentations made by applicants or employees regarding charges/convictions (i.e. on our application for employment or statement of non-conviction) may be considered just cause for immediate termination. Any existing employee found to have questionable items on his/her record may have their employment status subject to review by Human Resources, and new charges discovered upon annual review of an employee’s records may be considered grounds for termination.

**Termination, Resignation and Discharge**

Unless expressly proscribed by statute or contract, employment with Youthland Christian Academy is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, Youthland Christian Academy requests at least one weeks’ notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of Youthland Christian Academy, as well as a change in the hourly rate to minimum wage for the final paycheck. Any employee who is discharged by Youthland Christian Academy shall be paid only wages accrued to the effective date of the separation.

**XIV. Safety & Emergency**

**Fire Safety**

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

**Safety**

Youthland Christian Academy is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted staff bulletin board.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your center director.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

**Security**

Youthland Christian Academy is committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact your center director.

**Emergency Measures (Inclement Weather)**

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your center director or Youthland Christian Academy Corporate Office (561) 441-0673.

**Additional Safety and Emergency Procedures**

It is the policy of Youthland Christian Academy that every employee is entitled to work under the safest possible conditions. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.

Youthland Academy promotes a safe and healthful environment for employees, customers and visitors. We strive to provide a safe working environment and necessary personal protection, and, in the case of an injury, prompt first aid and medical care.

It is our belief that accidents, which injure people and equipment, and destroy materials cause needless personal suffering, inconvenience, and expense. The old philosophy that safety must be “sold” does not hold true today. Our employees are our greatest resource. Because of this employees at all levels will be held responsible and accountable for observing and applying our safety guidelines accurately and consistently.

No safety program can be effective without complete support and cooperation from employees at all levels of the organization, from the newest employee to the most senior director.

Management agrees to provide the necessary communication and training to promote trust and the desire of each employee to fulfill their responsibility towards safety, and to provide facilities and equipment, which meet appropriate safety standards.

All employees are expected to actively support our safety effort by complying with established rules and procedures, participating in activities and programs, and actively seek methods to eliminate hazardous acts or conditions that could lead to injury.

Employees who violate safety standards, who cause hazardous or dangerous situations or fail to report or remedy such situations shall be subject to disciplinary action, up to and including termination.

**Weapons**

Despite some state laws that allow people to carry firearms in public, Youthland Christian Academy prohibits anyone from possessing or carrying weapons of any kind on company property, in company vehicles or while on company time. This prohibition against weapons includes:

Any form of weapon or explosive;

All firearms; and

All illegal knives or knives with blades that are more than six (6) inches in length.

If an employee is unsure whether an item is covered by this policy, please contact the HR Manager. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

While the organization has a policy prohibiting weapons, nothing in this statement shall be construed as creating any duty or obligation on the part of Youthland Academy to take any actions beyond those required of an employer by existing law.

**Violence In The Workplace**

The safety and security of all employees is of primary importance at Youthland. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers or other individuals by anyone on Youthland Christian Academy property will not be tolerated. Violations of this policy will lead to accelerated disciplinary action, not corrective action, up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Youthland can and will take any necessary legal action to protect its employees, customers and property. Youthland Christian Academy is committed to preventing workplace violence and maintaining a safe work environment.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Any person who makes threats, exhibits threatening behavior or engages in violent acts on company premises shall be removed from the premises as quickly as safety permits and shall remain off company premises pending the outcome of the investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior that they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a company-controlled site or is connected to company employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

Youthland Christian Academy encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Company is eager to assist in the successful resolution of employee disputes, and will not discipline employees for raising such concerns.

**Fire Emergency**

Remain Calm and direct the children to the exit nearest you. Clip boards must accompany the employees to ensure the safety of the children. Once outside, report your presence to a company official and remain clear of the building and fire-fighting equipment or emergency vehicles.

**Tropical Storms/ Hurricanes**

If a storm is eminent, you will receive instructions from your supervisor as to when to take action. Turn off any electrical equipment that you have running. Close the doors to your office (if applicable) to minimize glass injuries. You will be instructed to proceed in an orderly manner to a designated area or to the nearest restroom or areas with inner walls having NO glass. Stay away from glass walls or windows. You will be instructed when you may leave cover and move about.

**Safety Pointers**

Because an injury could greatly limit your ability to work and make a living, it is essential that you observe good safety practices at all times.

Slip and Falls: While in the centers, stay aware of your surroundings, including wet floors, toys and other hazards that could cause a slip and fall.

Lifting: Avoid lifting loads that are too heavy or too cumbersome for one person. When lifting, use proper techniques and make certain to ask for assistance whenever necessary.

Unsafe conditions: Report any unsafe conditions to your supervisor.

**Accidents/ Injuries**

An incident may be defined as a happening at work outside the realm of everyday occurrences. Being injured on the job is such an incident. Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

It is the responsibility of all employees to report immediately in writing to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Incident Report Forms are provided for this purpose and may be obtained from the director. Employees should keep a copy of said incident report for personal recordkeeping. Failure to report an injury or illness as required by organization policy could result in loss of compensation benefits and possibly lead to disciplinary action, up to and including termination.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on the company premises. Employees should inform their supervisor, the nearest supervisor, a member of the First Aid Team and/or 911 in the event of an accident or emergency. All applicable federal, state and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

No one is to touch an injured person, except a certified first aid professional. Any blood found in the work area or restrooms is to be reported immediately to a first aid member. They are the only persons who can come in contact with the blood and body fluids. First aid supplies are available for treating minor injuries. For serious injuries the person should be taken to an appropriate medical facility.

When employees sustain an injury or illness that requires outside medical treatment, the employees will also be subject to completing a screening for the presence of drugs and/or alcohol in their system. When employees are involved in an accident that results in significant damage, the employees will be subject to completing a screening for the presence of drugs and/or alcohol in their system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event the injury is of the nature that requires outside medical treatment, employees will be paid for their entire shift and should not clock out. If subsequent medical visits are necessary, employees should schedule those during non-work hours if posible, as they will not be compensated for additional time taken for medical visits. Employees should clock out if the appointment is during their regular work shift.

**XV. Corporate Communications & Technology**

**Bulletin Boards**

Check all the bulletin boards regularly to obtain important information about company events and policies. Only Youthland Christian Academy employees should use company bulletin boards. Management must approve all postings. See your center director to obtain approval for a bulletin board posting.

**Communication with Press or Media**

Media inquiries in relation to Youthland Christian Academy must be handled in accordance with the following guidelines:

Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then direct them to Youthland Christian Academy Corporate Office at (561)441-0673.

All other inquiries should be referred to Bridget Booth, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

**Use of Company Communication Systems**

Because Youthland Christian Academy reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

**Telephone Usage**

The telephone system (including voice-mail) at Youthland Christian Academy is the property of the company and is provided for business purposes. Youthland Christian Academy may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private.

The use of cell phones during shifts is prohibited!

**Personal Mail**

All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

**Internet and Social Media**

With regard to the use of internet and social media/networking sites, the following will not be tolerated by Youthland Christian Academy and could subject an employee to discipline and/or termination. Employees are discouraged from “friending” clients and/or vendors due to the potential privacy issues involved in such situations. Employees are not prohibited from engaging in “protected concerted activity” involving terms and conditions of employment as defined under the National Labor Relations Act (NLRA).

Disclosure of proprietary and confidential company information is not permitted during or post-employment.

Posting maliciously false or discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors is not permitted.

Posting maliciously false statements regarding the company, its employees, customers, competitors, or vendors is not permitted.

Company policies governing the use of corporate logos and other branding and identity apply to electronic communications, and only individuals officially designated by an officer of the Company may “speak” (whether orally or in writing) on the company’s behalf.

Employees must comply with all other company policies with respect to their electronic communications (such as rules against conduct that may result in unlawful sexual harassment).

The company’s systems may not be used for any illegal activity including downloading or distributing pirated software or data.

The company reserves the right to take disciplinary action against an employee if the employee’s electronic communications violate company policy.

Violations of this policy may be reported to Human Resources or an officer of the Company with a reasonable expectation of privacy.

Employees should not have an expectation of privacy in their company e-mail or any other information stored or accessed on company computers.

Your use of the e-mail system grants consent to the review of any of the messages to or from you in the system, in printed form or in any other medium.

In line with our general non-solicitation policy, e-mail must not be used to solicit for outside business ventures, personal parties, social meetings, charities, membership in any organization, political causes, religious causes, or other matters not connected to the company’s business.

This policy is not intended to interfere with employee rights under the National Labor Relations Act.

Should an employee mention Youthland Christian Academy in any public or online forum, you should include a disclaimer stating that any opinions expressed are the employee’s own and do not represent the company's positions, strategies, or opinions.

These prohibitions apply to postings and blogging occurring at any time, on any computer.

**XVI. Employee Benefits**

**COBRA**

If you are terminated for any reason other than gross misconduct or otherwise leave Youthland Christian Academy and have been continuously covered by the Company’s group insurance plan before that, you and your dependents may have the right to continue or convert coverage as set forth in the rules of the plan. You should receive written notification of your right to continue coverage within two weeks of your last day on the job.

**Worker's Compensation**

Youthland Christian Academy provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

**Child Care Benefits**

Employees are able to have discounted rates for their children. These rates are valid for the employee’s children only. These discounted rates may not be combined with any other coupon or offer. Employees may also qualify for employee subsidized program.

**Youthland Christian Academy Scholarship Program**

Youthland Christian Academy encourages our teachers to complete their CDA and may assist teachers in the costs associated with receipt of such. Upon completion, you will have the opportunity to receive a promotion to Lead Teacher. If you receive a highly praised review from your director upon the completion of the CDA program, you may be eligible for raise and additional benefits. Any employee who terminates their position (or is terminated by the Academy) before the expiration of the CDA, will reimburse Youthland Christian all costs related to obtaining the CDA.

**Vacation & Holidays**

Youthland Christian Academy observes the following holidays:

New Year’s Eve

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas

Day after Christmas

You will be paid for the legal holidays if you:

are a full-time employee who has worked 180 days (6 months) with the Company, and

have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

**Vacation**

Hourly, full time employees shall become eligible for one week of paid vacation after completion of one year’s employment, starting with the anniversary date of hire. One (1) day shall be added per year of additional employment (i.e. six days available after two years of employment) up to a total of fifteen (15) days. Vacations are to be used within the allotted calendar year beginning with the anniversary of the start date of employment. Vacation days will not carry over at the end of the year. Vacation time starts over each year on the anniversary of your start date.

All vacation requests must be submitted for approval in writing with a minimum of four (4) week’s notice to your director or supervisor. You may use one full week of vacation time (unless for medical or maternity leave), or you may break the weeks down into days.

If you leave or are terminated for any reason, Youthland Christian Academy is not required to pay for accrued vacation days. When you leave the company you forfeit all benefits provided by YLA, including paid time off and worker’s compensation benefits.

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. You may not substitute pay for unused vacation unless you have your supervisor's written approval. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

Youthland Christian Academy reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, an employee may be asked to change vacation dates.

**Acknowledgment of receipt and understanding**

I acknowledge that I have received the Youthland Christian Academy's Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Youthland Christian Academy retains the right to change these policies and benefits, as it deems advisable, and it is the employee’s responsibility to periodically check for updates in policies and procedures.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company both during and post-employment. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Your Name

Center Location