

SUNSET ACADEMY

A Colorado Shines Level 4 School



EMPLOYEE HANDBOOK

February, 2024

TABLE OF CONTENT

I. INTRODUCTION	4
1. Handbook Disclaimers	4
2. Values, Mission & Goals	5
II. GOVERNING POLICIES.....	6
1. Licensing Rules & Regulations	6
2. Non-Discrimination, Non-Harassment and Equal Opportunity	6
3. Sexual Harassment.....	6
4. Policy on Discipline of Children.....	7
5. Report Suspected Child Abuse/Neglect Policy	7
III. WORKPLACE POLICIES	8
1. Your Job Description.....	8
2. Employee Record	8
3. Attendance	8
4. Excessive tardiness or absenteeism is grounds for termination:.....	9
5. Breaks and Meals	10
6. Respect Lines of Authority	10
7. Professionalism	10
8. Attire and Appearance	10
9. Language and Behavior	11
10. Attitude.....	11
11. Social Media Policy.....	11
12. Intellectual Property Policy.....	12
13. Videotaping/Pictures.....	12
14. Personal Electronics.....	12
15. Telephone Usage	13
16. Kitchen Usage	13
17. Parking.....	13
18. Equipment Usage	13
19. Supplies	14
20. Documents and Correspondence.....	14
21. Children’s Files.....	14
22. Director’s Office.....	15
23. Alcohol and drugs	15
24. Non-Solicitation Policy.....	15
25. Closing Procedures.....	15
26. Care of the Center	16
27. Tours – Marketing.....	18
28. Parent Handbook	18
29. Parent Questions – Complaints	19
30. Client Confidentiality	19
31. Problem-Solving	19
32. Lesson Plans	19
33. Participate in Decision Making	20
34. Monthly Staff Meeting and Training.....	20
35. Performance Problems	20
36. Leaving the Center	21
IV. COMPENSATIONS AND BENEFITS.....	21
1. Salary	21
2. Pay Period	21
3. Full-Time v. Part-Time Status	21
4. Performance Reviews.....	22

5. Promotions	22
6. Vacation Policy.....	23
7. Holidays.....	24
8. Personal Time/Sick Time	24
9. Short Term Leave	25
10. Insurances	25
11. Workers' Compensation.....	25
12. Domestic Abuse Leave.....	26
13. Employee Child/Dependent Care	26
14. Pre-employment expenses waiver	26
15. Retirement Savings Plan.....	27
V. SAFETY AND SECURITY.....	27
1. Emergency Preparedness Plan Handbook.....	27
2. Building Security	27
3. Fire Safety	28
4. Tornadoes, Fire, Blizzards, Floods and Excessive Hot Weather	28
5. Weapons	29
6. Visitors.....	29
VI. SUNSET ACADEMY PROFESSIONAL DEVELOPMENT PLAN	29
1. Teachers' Professional Development Goals.....	29
2. Training Time.....	29
3. Use PDIS to Manage Professional Development.....	30
4. Pre-Service and Orientation Training	30
5. Self-Assessment and Professional Development Plan (PDP)	31
6. Continuing Education.....	31
7. Required Curriculum Training	31
8. Additional Curriculum Related Trainings.....	32
9. Educational Reimbursement	33
VII. CODE OF CONDUCT	34
VIII. JOB DESCRIPTIONS	35
1. Lead Teacher	35
2. Group Teacher.....	37
3. Assistant Teacher.....	39
4. Substitute Teacher	41
5. Center Cook.....	43
6. Van Driver	44
7. Center Director	45
8. Assistant Center Director.....	47
9. Administrative Assistant to Director	49

I. INTRODUCTION

1. Handbook Disclaimers

This Handbook does not create a contract, express or implied, between Sunset Academy (hereinafter “Sunset” or “the Center”) and any employee. This Handbook does not constitute a contract of employment or a guarantee of the benefits or policies stated. Employment at Sunset is “at-will”, meaning the employee or Sunset may terminate the employment relationship at any time, for any reason, with or without cause, and with or without advance notice. No manager or representative of Sunset has the authority to enter any agreement for a specified period of time or make any agreement contrary to this Section, unless the agreement is in writing and signed by the owner.

Sunset reserves the right to alter, abolish or amend benefit plans and any other terms and conditions of employment at any time without consent of its employees. Sunset also reserves the right to interpret the provisions of any benefit plan or policy, make determinations as to its eligibility for benefits and otherwise use this discretion in interpreting and applying the provisions of this handbook and all other employee benefits.

A copy of this Handbook will be place in the Employee Break Room and made available for your review. As personnel policies and procedures change, this Handbook may also change. Updates reflecting these changes will be posted periodically. In the event a personnel policy or procedure requires clarification, please contact the director or the owner -Eric Kuang (303-434-2322).

This Handbook is the property of Sunset. It cannot be reproduced, copied or shared in any way with anyone without the written permission from the owner. It is your responsibility for reading and understanding the contents of this Handbook and how it relates to your employment.

2. Values, Mission & Goals

a. Our Values

- We believe that every child has the right for a nurturing and safe environment in which they can feel comfortable and secure.
- We believe each child has the right to develop a positive self-image – to feel good about who they are.
- We believe that each child is unique and has unique needs.
- We believe that by treating each child with love and respect, they in turn will treat others with the same love and respect.

b. Mission Statement

Give Your Child A Loving Start

Our mission is achieved by offering a safe, loving, and nurturing environment, promoting mutual respect and allowing for individual differences. We offer experiences that foster the development of positive self-esteem and creativity. Children discover, learn and develop through hands-on experiential opportunities and positive interactions.

c. Goals

- **Children Goals**

The goal of the school on the children is to support each child's development to their maximum potential in all areas of growth and learning.

- **Family Goal**

To establish and maintain a collaborative relationship with each child's family in order to achieve the child's development potential.

- **Teacher Goal**

Teachers at our school play a vitally important role in accomplishing our mission. We employ a dedicated staff of early childhood educators and provide an encouraging environment for them growing in their knowledge and skills to excel in their jobs.

- **Program Goal**

Sunset Academy is inspired to become one of the best early childhood care and education in the community it serves.

II. Governing Policies

There are many policies that we observe in the school, but these ones are the most important ones. They govern all other policies we present later in the handbook.

1. Licensing Rules & Regulations

We are licensed by Colorado Department of Early Childhood (CDEC). From time to time the government agencies make changes to the rules and regulations for childcare centers. We are not always notified of these changes, but we do our best to update our policies accordingly.

The document is being revised continually. In order to find the latest, check out this table of contents:

<https://www.sos.state.co.us/CCR/DisplayRule.do?action=ruleinfo&ruleId=2827>

2. Non-Discrimination, Non-Harassment and Equal Opportunity

Sunset is committed to non-discrimination, non-harassment and equal opportunity. Sunset policy prohibits discrimination or harassment against employees, applicants, students, parents, and all other participants in Sunset's activities on the basis of race, color, national origin, age 40 or older, religion, disability, genetic background, sex, sexual orientation, gender identity, gender expression, marital status, or veteran status. In addition, Sunset complies with all applicable federal, state and local laws prohibiting discrimination and harassment. Discrimination or harassment in violation of Sunset's policies or law will lead to severe actions against the actor up to and including termination.

Sunset policy prohibits retaliation against any employee for filing a complaint of discrimination or harassment; appearing as a witness or participating in an investigation of a complaint; or reporting a concern about or opposing discrimination or harassment. All such complaints should be called to the attention of the director. If you are uncomfortable reporting a complaint to the director, you must report your complaint to the assistant director or to your immediate supervisor. Depending on the circumstances, Sunset may initiate a formal or informal investigation into your complaint and also initiate a resolution process. To the fullest extent that is possible and practical, the center will keep complaints and the nature of the resolution confidential. Sunset also will not retaliate against any employee for meeting their civil obligation of jury duty or interfere with such obligations.

In addition, Sunset's hiring practices are nondiscriminatory. Every effort is made to hire staff who reflect diverse cultural, racial, and linguistic characteristics as needed to communicate with the children and families served. Sunset's first commitment is to the rights and interest of children. In that regard, Sunset believes that individuals in the early childhood field should be hired, employed and if necessary, terminated based solely on their competence and qualifications. Employee's abilities must allow them to perform their designated duties. Employment is not based on gender, race, national origin, religious beliefs, age, marital status, disability or sexual orientation.

3. Sexual Harassment

Sunset prohibits sexual harassment. Acts of sexual harassment will lead to disciplinary action up to and including termination. Besides disciplinary action under Sunset's policies, the sexual harasser may also suffer criminal and/or civil penalties in a court of law.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to advances is either explicitly or implicitly a term or condition of a person's continuing status, or when submission to or rejection of the conduct is used as the basis for a decision affecting the person's employment. Sexual harassment also exists when such conduct has the purpose or effect of interfering with a person's work performance, or of creating an intimidating, hostile, or offensive working environment.

All complaints of sexual harassment should be called to the attention of the director. If you are uncomfortable reporting a complaint to the director, you must report your complaint to the assistant director or to your immediate supervisor. Depending on the circumstances, Sunset may initiate a formal or informal investigation into your complaint and also initiate a resolution process. To the fullest extent that is possible and practical, the center will keep complaints and the nature of the resolution confidential.

4. Policy on Discipline of Children

Sunset prohibits physical or verbal punishment of its children. Discipline consists of redirection, positive reinforcement and "think time" on a limited age-appropriate basis (minutes = age of child). At all times Sunset tries its best to treat each child fairly. If a child is experiencing a change in their home environment that may result in any behavior problems, please inform the management staff in charge so that a supportive plan can be designed. Should severe discipline problems arise the Center reserves the right to request the child be withdrawn from our program.

Biting is a natural part of children's development as one in ten toddlers bite at some time. There are a variety of reasons for biting. At the Center we attempt to find the reason for biting. We will chart the biting behavior for two weeks. Once this is done, we conference with the parents. During the conference we as a team will come up with a plan to decrease the biting. This plan may be developed by outside sources as we seek their help to come up with an action plan. If the biting does not decrease, we may ask the parents to disenroll their child until the biting is under control. This is for the safety of all children involved.

5. Report Suspected Child Abuse/Neglect Policy

Staff members of Sunset Academy are required by law to report any reasonable suspicion that a child has been subjected to abuse or neglect. All staff members are required to participate in annual training on identification and reporting of child abuse and neglect. If a report is necessary, the report will be made immediately to the County Department of Human Services or local law enforcement agency. Contact Information: Boulder County Social Services (Child Protection): 303-441-1240 and Colorado statewide Child Abuse & Neglect Hotline is: 844-264-5437

III. Workplace Policies

1. Your Job Description

You are hired to do a job according to the Job Description of your job title: Center Director, Assistant Director, Administrator Assistant, Lead Teacher, Group Teacher, Assistant Teacher, Substitute Teacher, Center Cook, Van Driver, etc. Please read the Job Description of your job carefully and ask questions for clarification as you are held accountable to Job Description.

2. Employee Record

During your orientation you will be given a list of items necessary for your employee folder based on Social Services requirements. It is your responsibility to gather and turn in the required documentation to the director, assistant director or Administrative Assistant. Employees with incomplete files will have shown cause for termination. Below is a list of necessary items:

- 1) Fingerprints must be done within 10 days of employment.
- 2) Central Registry check must be done within 10 days of employment.
- 3) Child abuse form read and signed immediately.
- 4) If under 18 years of age, three letters of reference immediately.
- 5) Medical statements, signed and dated by a licensed physician or other health care professional, verifying that you are in good physical health dated no more than 6 months prior to employment or within 10 days after the date of employment. Statement must also indicate when subsequent medical statements are required immediately.
- 6) Signed "Staff Emergency Contact Form" which includes: mailing address, emergency telephone numbers, contacts, birth date, telephone numbers, personal email address, driver's licenses information doctors, allergies, birth date and social security number immediately.
- 7) Proof of Group Leader, Teacher, LPN, RN, director, etc. immediately.
- 8) Completed 1-9 form with a copy of documents to support its completions
- 9) W4 form signed immediately.
- 10) Copies of First Aid Card, CPR Card and Universal Precautions card if applicable immediately.
- 11) Proof of continuing education classes 15 hours
- 12) Proof of hours worked at prior centers – within 30 days of employment
- 13) Proof of immunization requirements
- 14) Any other information designated by the management staff in charge to meet changing regulatory requirements when the changes happen.

3. Attendance

Regular attendance is critical. You are expected to complete the hours of service for which you are scheduled. When you show up for work as scheduled and on time you do your part in making Sunset a successful, professional childcare center.

It is your responsibility to notify Sunset if you are going to be absent or late. If you are going to be late, you are expected to call ahead. If you are ill you need to call at least two hours ahead of time (if not earlier) and let the management staff in charge know of your absence. Employees should be able to count on each other to be there and to start on time. Being late is disrespectful. **Failure to call in for your absence is interpreted as a voluntary termination of your employment with Sunset and the school could terminate your employment when it occurs**

All employees are expected to arrive on time and clock in on the payroll system before their shift begins. Your payroll system entry time is for your eyes only. Please respect other employee's privacy. The director, Administrative Assistant to the management staff in charge will train you on the payroll system.

If at anytime you miss clocking in or out of the system, you are responsible to report those errors on the "missing punch" form that has been provided in the director's office. If you do not correct the missed punches, you will not be paid. Therefore, you need to check weekly to confirm all of your missing punches are logged into the form provided and not wait until the payroll cutoff date.

It is your responsibility to keep track of your hours. No employee is guaranteed a full 40-hour week. You will only be paid for the hours you are needed and you have reported in the payroll system. If you think there is an error on your time see the management staff immediately.

Do not clock in before your assigned time unless asked to do so by the person in charge. You need to have that time approved by the management staff in charge. If you clock out before your assigned time due to over ratios, personal appointments, etc., no initials are needed. Make sure you check with the person in charge before you leave for the day and report your room ratio. **If you are not needed in any room, you need to get permission to leave early from the management staff.** Do not just leave the building; you may be needed elsewhere.

Sunset Academy employs you, not by the room you regularly work in. You may be asked to move to other rooms based on your experience and needs of the center. You work for the center not only one specific classroom. At anytime you may be reassigned or asked to help out in a different room based on your experience.

Overtime is only pre-approved by the management staff in charge – not your lead teacher. Pre-approved overtime must be indicated on your timecard the management staff in charge. There is no exception. Any overtime not pre-approved will not be paid. Merit pay such as lunch hour, holidays and personal time cannot push you into overtime.

You must clock out for lunch or any other time you leave the Center. Once you clock out you must leave the Center and property immediately. You do not need to clock out for your designated break period. If you notice a wrong date being posted or any other problems with the automated payroll system, notify the director, Administrative Assistant to the management staff in charge as soon as possible.

4. Excessive tardiness or absenteeism is grounds for termination:

Should an employee have excessive tardiness or absences a verbal warning may be given. Should the problem not be corrected by the specific time allocated, a written warning may be given. Any written warnings should be signed by both the director and the employee and should remain in the employee's file. If at the specified time in the written warning the problem has not been corrected the employee may be terminated. The director will decide what is excessive due to circumstances.

It is a policy of this center, that if you are absent due to illness, before you can return to work you need to present a doctors/medical note stating that you are not contagious and available for employment. If you do not present a doctors/medical note, then it is at the discretion of the management staff in charge to allow you to report for your assigned duties based on your unexcused illness. The management staff in charge could impose this requirement every time you are absent due to illness if you have excessive absenteeism

5. Breaks and Meals

We do not supply lunch for employees as part of your employment. Our lunch program is designed for the children. On days where we have additional food, you are more than welcome to eat lunch at the Center. If additional food is not available, you will be responsible for purchasing your own lunch outside of the Center. If we have any leftovers you are welcome to eat as they will not be served to the children.

Lunchtime is one hour or half hour, depending on your shift and also depending on the circumstances. **You MUST clock out for this time.** The Center has a break room and currently an outside picnic table if you wish to sit and just relax. This is your time to do what you want with no restrictions **except to be back on time.** Notify your lead teacher if you are leaving the building during your lunch hour. **It is not the policy of the Center that you work through your lunch hour.** If you feel you have a reason to do so, then a request must be pre-approved by the management staff in charge, not your lead teacher. If you do not receive prior approval, you will not be paid for this time.

We try to allow every room to have a break time, insofar as is practicable given the circumstances. If your shift is over four hours, you may have a ten-minute break. If your shift is 6 hours you must take a 30 minute break. Please see your supervisor for scheduled break times.

6. Respect Lines of Authority

Lead teachers are responsible for their rooms in respect to – training, attitude, schedule of the day, décor, parent communication, appropriate forms and confidentiality. Lead teachers are to report to the director and/or assistant director. Non-lead teachers are to report to the lead teacher in their room. The assistant director reports to the director.

Should a non-lead teacher feel the lead teacher is being unfair or abusing their authority, this should be brought to the attention of the director. The director will take the necessary steps to resolve the situation. Regardless of your opinion, the director will have the final decision.

7. Professionalism

Center personnel whose job description requires them to interact one on one with the care of children must wear appropriate footwear. Appropriate footwear consists of tennis shoes or any other closed toed, closed healed shoe. Wearing of flip- flops, wedges, sandals, etc. is considered inappropriate footwear.

If at any time the management staff in charge feels that you do not appear professional they will send you home to change or ask you to not wear the item again to work.

All Sunset employees are expected to appear and behave as professionals. You represent Sunset to the parents and the public and profoundly affect the atmosphere of Sunset. To become an effective employee and team member who gets along well with others, please consider the following guidelines.

8. Attire and Appearance

Dress and groom yourself in a clean and professional manner: Sloppy, unusual or provocative clothing might offend our more conservative parents and should not be worn to work. This is a professional workplace and you need to represent Sunset professionally. **Some clothing specifically unacceptable are:**

- Un-hemmed shorts and skirts

- Halter or tube tops
- Skirt or shorts should be at least fingertip length with arms straight down your side;
- See through or low neckline tops and tee shirts with unacceptable writing or pictures are prohibited.
- Shirts should be tucked in or at least a length so no mid-section (stomach) is exposed.
- NO spaghetti strapped tops of any kind are allowed even under center smocks. Straps must be at least 3 inches across at the thinnest area.
- Proper undergarment support and coverage is mandatory
- Excessive body piercing and inappropriate tattooing is unacceptable.
- Razor back shirts can only be worn with appropriate undergarments so that bra straps do not show even when you are moving and lifting the children.
- Center personnel whose job description requires them to interact one on one with the care of children must wear appropriate footwear. Appropriate footwear consists of tennis shoes or any other closed toed, closed healed shoe. Wearing of flip-flops, wedges, sandals, etc. is considered inappropriate footwear.
- Wearing of flip-flops to the center even though you are taking your shoes off in the infant rooms is unacceptable. In case of an emergency you will not have appropriate foot wear available to exit the building safely.

If at any time the management staff in charge feels that you do not appear professional they will send you home to change or ask you to not wear the item again to work.

9. Language and Behavior

Your language and behavior serve as a role model for the children and reflect the professionalism of Sunset to the parents. References to personal habits and other things that parents might find offensive should be avoided. Swearing and loud voices are not permitted. Conversation in front of another child or parent regarding another parent or children is unacceptable. Remember it is not your job to be a “buddy” to the parents, but rather to show the parents that their children are in the hands of conservative, mature professionals. Please keep the sharing of your personal life to a minimum when talking with parents or employees.

10. Attitude

Employees are expected to have a positive attitude. Having a pleasant atmosphere depends on every employee. Moodiness, negativism, raising of voices and a non-constructive approach to problems affect the whole atmosphere of the school and will not be tolerated. Our priority is to meet our children’s emotional needs. If our energy is spent meeting each other’s needs, the children will not get the positive, enthusiastic, cheerful environment that they deserve.

11. Social Media Policy

This Social Media Policy applies to all Sunset employees who create or contribute to blogs, wikis, social networks or any other kind of social media (including, but not limited to Facebook, Twitter and LinkedIn). Your online persona, and the content you publish, should be consistent with Sunset’s values, philosophy, standards, rules, regulations and policies as set forth in this Handbook.

Your social media communications are individual interactions, not organizational communications, unless you are

managing Sunset's website with the authority of the director. You may be personally liable for your social media posts. For this reason you should use common sense and exercise caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions and derogatory remarks or characterizations.

If you discuss work related matters in any social media post that are within your job responsibility then you must disclose your affiliation with Sunset.

You may not disclose any sensitive, proprietary, confidential, legal or financial information about Sunset or individuals affiliated with Sunset, including parents and other employees. You may not disclose information protected under HIPPA or other laws or regulations.

While you may respectfully disagree with Sunset's actions, policies, or leadership decisions, you may not attack personally or post material that is obscene, defamatory, discriminatory, harassing, libelous or threatening with regard to Sunset, employees of Sunset, or any affiliates of Sunset, including parents.

Any complaints regarding alleged discrimination, harassment, or safety issues should be made consistent with the procedures set forth in this Handbook.

Please consult with the director if you have any questions about the appropriateness of publishing information relating to Sunset, its employees, or any affiliates, including parents.

12. Intellectual Property Policy

Sunset's policy is that all work products created by any employee during the course and scope of their work for Sunset is the intellectual property of the Center. "Work product" includes, but is not limited to: lesson plans; educational program, workbooks, diplomas, learning tools. When your employment at Sunset ends you must turn over your entire work product to the director. The director in her sole discretion will determine whether you will be allowed to retain copies of your work product upon the termination of your employment.

13. Videotaping/Pictures

It is policy of this Center that we do not allow any video recording of children without first the written permission of the parents, director and the owner on the centers approval form. All three entities need to approve before videotaping is allowed. The director and the owner need to approve any exceptions to this rule in writing. (With the exception of Sunset Academy sponsored events and our security cameras)

Pictures may be taken for use in the child's portfolio and then it must be taken only with the centers camera/card. Do not use your cell phone to take children's pictures. You can check out the center camera/card for this project and then must be signed back in. The prints may not be duplicated for use outside of the center. **No picture of children may be removed from the Center for any other use.**

14. Personal Electronics

No personal electronics are to be used in the center without the written consent of the director, assistant director or the owner. The use of personal cell phones, I Pad's, computers, video cameras are just a few of these items that are restricted. If a particular electronic item is not issued by this Center than it would fall into this category.

Only under the direction of the director, assistant director or the owner these electronics may be used in our

normal course of business activities. If you feel any of these electronics would enhance the performance of your job than you need to get it approved in writing before using .

15. Telephone Usage

The Center allows employees to use the telephone for calls but only during your break. Only use line two as line one is for administration purposes. Telephone calls are limited to five minutes. No multiple telephone calls. Since the center's business always comes first, there could be time when you will be asked to hang up, as line two is needed. Do not take advantage of this privilege or telephone usage will be revoked.

Do not have your relatives, friends, or businesses contacts call you at work unless they can leave a message. You may return the call on breaks. The director and assistant director are not your personal secretaries and do not have the time to get you for telephone calls. If you need a piece of paper, please utilize scrap paper on the Administrative Assistant to the management staff in charges desk. Just because you may be expecting a telephone call does not mean you have an exception. The director, Administrative Assistant to the director and assistant director will do the best they can to notify you of any messages.

Never give out an employee's home telephone number, address, or information such as an employee's working schedule. When in doubt contact the director, assistant director or person in charge.

16. Kitchen Usage

Any child under the age of two may not be in the kitchen for any reason. If you use the microwave, you must wipe it out after usage. Do not leave dirty dishes in the sink. The cook is not your personal maid. You need to rinse out your own dishes and put them in the dishwasher or on the counter if the dishwasher is running. Afternoon snack dishes are the responsibility of the individual rooms. Be courteous to the cook and clean up your own mess. The cook must pre-approve all cooking being done for the classroom activities.

Coffee, when available, is free at the center. Coffee drinkers must use a covered mug if you are taking it to a room. This is to prevent spilling hot liquid and injuring a child. Any liquid drinks are to be contained in a covered container (including sodas). Any excess liquids are to be disposed of in the sink. **Do not place any liquids in the trash containers.** Do not use the center's milk. This is specifically for the children and not for coffee.

17. Parking

Employees are to park their cars on the eastside of the building. If all parking spaces are taken you may park on the far west side of the front parking lot. The front of the building is reserved for parents. Please respect usage of the handicap spaces and van designated spaces. The Center is not responsible for the security of your car or its contents. Please keep it locked at all times. When entering the parking lot please drive slowly and carefully and watch for children. Unattended cars for greater than 24 hours will be towed at your expense. Notify the director for parking approval longer than 24 hours.

18. Equipment Usage

Copy Machine: No personal copies may be made unless approved by the management staff in charge.

Construction paper may not be used in the copy machine. This paper has a different weight and will damage the

rollers. Our lease does not cover repairs for abuse of the machine. If there is a problem with the machine please contact the director or Asst. director for assistance.

Keep the machine in the “standby” mode when not in use. This reduces the power to 50% and helps to prolong the life of the machine. Leave the machine on until closing. The machine needs to be turned off by the closing person.

Paper Cutter: The paper cutter is located in the cabinet by the sign in book. This paper cutter is not allowed in any classroom. It is to be used only by teachers either at the cabinet or in the conference room. Do not leave this cutter out at any time as unsupervised children walk through this area.

TV & Video: Never leave the TV/video stand unattended. When not in use it is to be stored in the break room. You must sign up for your movie on the sign-up sheet. TV and video must not be used more than twice a month per room unless approved by the director, Administrative Assistant to the management staff in charge. The management staff in charge must approve all movies not rated “G” and parents have to sign off acknowledging the change in rating. Store center movies as directed.

19. Supplies

It is the lead teachers responsibility to submit a supply list to the director, assistant director or Administrative Assistant by the 21st of each month. If you are planning an activity, which requires special supplies, notify your lead teacher for the necessary supplies. If your lead teacher approves, it will be added to the supply list. Please do not add supplies to the kitchen’s weekly supply list. Give all supply requests to the director, assistant director or Administrative Assistant.

20. Documents and Correspondence

Forms generated to the parents, staff or vendors for information, correspondence or approval for any reason need to be approved by the director, assistant director or the owner before being distributed. Employees are not allowed to draft any document for any reason to distribute to the parents, staff or outside vendors without first being approved by the director or the owner. All written documents to include classroom curriculum and Center programs used in this Center is proprietary to this Center and is to be approved, produced and distributed only by the director, assistant director or the owner.

Each classroom is required to participate in the monthly Newsletter by outlining their monthly programs to include their curriculum projects and anything special to their classroom. Their classroom newsletter section must be emailed to the director, assistant director or Administrative Assistant by the last week of the month prior to its publication. At this time please email to: director@sunsetacademy.com.

21. Children’s Files

The children’s files are locked and located in the cabinets in the Administrative Assistant to the management staff in charge’s area. See them for access. These files are at your disposal for review in this area but need to remain in this area and locked back up when done. No information is to be taken out of their files. Please make sure you put the child’s file back in alphabetical order. The information in the file should be put back in the same order. Any information listed in a child’s file is confidential and under no circumstances can the information be copied and removed from the center.

22. Director's Office

No one is allowed in the director's office when the director, Administrative Assistant to the management staff in charge is not present. The office contains confidential information that is off limits to everyone. If the door is closed, please knock and wait for a response before entering. Do not interrupt a parent who is speaking to the management staff in charge unless it is an emergency. Do not hang out at the office door when the management staff in charge is with a parent. This is unprofessional and very disruptive.

The reception area is designated as part of the management staff's area. You may not open any drawers unless you have their permission to do so. Please have respect for the management staff's property. Do not trash this area. Ask to use the telephone in this area.

23. Alcohol and drugs

Sunset prohibits the possession or consumption of alcoholic beverages and legal/illegal drugs on Sunset premises. Employees are prohibited from reporting to work under the influence of alcohol, legal/ illegal drugs, or improperly under the influence of controlled substances. This would be grounds for immediate termination.

If management determines that you are unable to perform your job under the influence of legally prescribed drugs, then you will be asked to leave the center. We will not allow you to work around children, under legally prescribed drugs, if we feel you could cause harm to the children.

24. Non-Solicitation Policy

To avoid any conflict of interest, please observe the following guidelines concerning distribution of non-work-related materials and the sale of non-center products to employees and parents.

Solicitation on center property during normal business hours is prohibited. This includes solicitation of employees or parents by an employee to sell any non-work- related products or services. **This includes solicitation for outside child sitting services to a parent/client of the center.** Distribution of flyers, catalogs or other sales related materials are also prohibited.

All outside busine people/sales representatives must sign in at the front desk and see the director or Administrative Assistant to the management staff in charge. No vendors are allowed past the front desk without the permission of the management staff in charge.

25. Closing Procedures

If your normal shift ends at 5:30pm PM then you are one of the closing people. If for some reason, you cannot close switch nights with someone else, making sure the management staff in charge is notified and the change noted on his or her master schedule.

Every night the closing person is responsible for:

- Turning off the copy machine.
- Verifying both crock post (Cubs & Teddies) are turned off and unplugged.
- The employee's bathroom; check faucets, toilet, turn light off.
- The children's bathrooms: check faucets, toilets are flushed, turn lights and fans off.
- Check the lock on all gates in the playground to make sure they are secure

- Confirm door to the playground (end of the hall) is closed and locked.
- Unplugging the coffee pot in the kitchen (if applicable).
- Confirm all children are gone. If there is a late child it is your responsibility to stay with that child until the parent/guardian/designated person comes to pick him/her up. You may call that child's parent at 6:05 PM to verify pickup. If no one shows up by 6:15 PM call the management staff in charge.
- All computers, printers, speakers to computers are turned off in each room.
- Check the laundry.
- Turn off all the lights unless the cleaning crew is there
- Front door is locked and the security system set for the night.

Always call the management staff in charge if there is a problem closing the center. Their telephone numbers are located in the front desk in a pre-designated area. Please know where their numbers are put back before you they leave for the day.

The director/assistant director/lead teacher is always here to help you in any way possible. Good communication is the key to success.

26. Care of the Center

Rooms are to be kept clean and uncluttered at all time. You are responsible for daily cleaning of your room. All tables must be cleaned with a disinfectant after each use. Children should never share cups, face wipes, etc. If a child becomes sick they need to be isolated immediately. The mat and all toys given to that child must be disinfected before used by another child. Electrical outlets must always be covered when not in use. Place all cords and heavy equipment out of the reach of children.

The thermostat controls are under the control of the management staff in charge and are not to altered at all times. If your area is too cold or too hot, please let one of them know. Do not attempt to adjust the thermostat yourself this will cause problems in other classrooms. Based on age, we are required to maintain a minimum floor temperature and your adjustments will cause problems for those rooms. If we are unable to adjust the temperature to make you more comfortable you will need to dress accordingly for your comfort.

The carpets are cleaned periodically. It is your responsibility to immediately clean up any spills as they happen. If you are going to do any art projects that require paint, glue or other mediums that would damage the carpet, place a protective cover down before you start.

Please let the management staff know in writing of any items needing repaired. There is a form on the company's website for reporting repairs. When reporting the repair, please describe in detail what the problem is. Please do not leave broken toys in the room. They could be dangerous and will not serve the developmental needs of the child. Throw them away and notify the director, assistant director or Administrative Assistant to the director know.

After a storm, each room is responsible for a clear path out of their exterior exit door. While the snow removal contract calls for them to clear all sidewalks they do not remove snow from the concrete slabs out some of the exterior exit doors since there is no daily traffic using them. As part the "Emergency Preparedness Plan" all exit doors must be cleared at all times for emergency egress. You need to be able to open in case of an emergency. Please visit with the director on who in your room can be the responsible party to clear the exit door. As long as the door can be opened fully so you can walk to safety, you do not have to physically shovel the pad. Please monitor hourly on heavy snow days.

The following General Rules apply at all times:

- Staff must sit on the floor or in chairs, not on tables or cabinets.

- Stack chairs lower than the tallest child in the classroom.
- Gum is not allowed at the center for either the children or employees.
- Eating of outside food is not allowed in front of the children. Outside food may be consumed during naptime after all children are asleep.
- No soda pop cans or bottles allowed in the classroom. Drinks of this nature must be put into a cup or glass. Don't let the children identify what you are drinking.
- No matches or lighters allowed in classrooms.
- Report any suspicious cars in the parking lot or people to either your lead teacher, the management staff in charge immediately.
- Picture identification is required of anyone picking up a child if you do not know who they are. You need to verify they are authorized to remove the child from the center. Send them up front to the management staff in charge if unable to verify.
- Keep all exits free of chairs and obstacles.
- Notify management staff of any broken toys that have been discarded.
- Toy guns or weapons of any kind (including handcuffs) are not allowed in the Center.
- Check electrical outlets daily to ensure they are covered.
- Cords on the mini-blinds must be secured up high out of reach of children.
- Teacher scissors must be secured at all time. **DO NOT LEAVE SCISSORS UNATTENDED WITHIN CHILDREN'S REACH.**
- Staplers must be secured at all times. Children under the age of 2 ½ may not handle staplers.
- Shoes must be worn at all times in the classroom unless the activity requires no shoes. The only exception is the infant room. If any employee steps out of the infant room they must have shoes on. If your shoes are removed you must wear socks.
- No perfume or anything of that nature is to be worn in the infant rooms.
- All mats/cots must be labeled with the child's name on it. Use labeling tape.
- All mats/cots must be stored with all labels up or all labels down to contain germs.
- Sheets must be on all mats and washed once a week or more often if necessary.
- Use a separate washcloth, baby wipe, etc., for each child.
- Standing on table with children present is not allowed.
- Cubbies must be secured to the walls or each other. **DO NOT MOVE CUBBIES WITHOUT PERMISSION FROM THE DIRECTOR. OR OWNER.**
- Do not take anything from any room without the permission of the lead teacher.
- Make sure all combination locks on the playground are locked.
- When putting dishes in the dishwasher note that the plastic cups can only be put on the top shelf. Placing these cups on the bottom shelf will cause them to melt.
- Employees may use the staff refrigerator. All food must be removed every Friday or the cook will dispose of it. You are responsible for your food and food containers. Do not expect the cook to clean your containers. You need to take them home.
- When using the dryer **ALWAYS** clean out the lint filter first. If there is a build up of lint behind the filter please let the director/assistant director know. Do not overload.
- Label all bottles and cups with first and last names and as to what each bottle contains. Bleach water can be used periodically **but use only when children are not present.**
- Door to the laundry room is to remain locked at all times. Children are not allowed in this room at any time.
- If your classroom is over on staff to child ratio the management staff in charge will determine who needs to be sent home or moved to another room to help with staff to child ratio's.

- You are required to have a change of clothing in your car in case of an emergency. Every employee should have an extra change of clothing in case they need to change due to accidents and children's body fluids getting on their clothes.
- Classroom supplies are provided by the center. No employee can bring into the center any personal supplies unless approved by the management staff in charge in writing. Said approval will be maintained in their personal file and used on any exit interview.
- Bleach water, based on Boulder County Public Health, needs to be made and maintained in each room. Please note there is different water to bleach ratios used for "Sanitizing Strength" and for "Disinfecting Strength".
- All sunscreen containers and diaper cream containers need to have the child's first and last name on them along with the expiration date so you can notify the parent to replace when they expire.
- **Please be careful not to over fill the washing machine.** We have had issues in the past with employees trying to cram too much in the machine causing the machine to break and overflow. If you ever have a question about its capacity, please visit with your lead teacher or the director.

27. Tours – Marketing

All tours are to be given by the management staff unless you have been trained to tour new parents. If at any time a visitor or prospective new parent enters the center, they need to sign in and out of the visitor's book at the front desk.

Please remember the following guidelines when parents, visitors or prospective new parents are at the school:

- We are being judged on a brief observation. Anything that is going right or wrong at that time will be an influencing factor. Be at your best always.
- Be positive about your position and about the children that give you your position. Do not complain, look sick or tired (whether you are or not). Do not imply through words or facial expressions that you would not easily be able to accommodate a new child in your group. Parents want to know that their child is in a positive, growing environment where the teachers and staff are caring and loving.
- Be flexible during parent visits. Show your program in the best light. If a situation does arise that does not look or sound positive, please explain that this is not the norm. Interact with children at all times, as this is important for parents to see. Never speak in a negative manner about the children – parents want to hear how you can turn a negative into a positive stroke. Express your delight in the children.

Always get down on the child's level. Remember, think about everything you say and do and consider the way in which a parent will look at it. Communication is a two part process. What is said and what is heard. Parents listen to every innuendo, watch every interaction. And interpret everything. Everything they see and hear should give them the same message about our center. This is the BEST center for their child

28. Parent Handbook

It is important to be familiar with all of the details of the Parent Handbook. You then know what is expected of your parents and answers to some of their questions. Please see the Parent Handbook online for your review. The school also keep a copy of the handbook in the teacher's breakroom.

29. Parent Questions – Complaints

Parents often consider staff members as representing the total expertise of the center. It is therefore, important to be able to refer parents to someone who can give a correct and factual answer to whatever they may ask. If you are unable to answer a question, please refer the parent to the management staff in charge. It's okay to say "I don't know, but I will find out for you". It is important that staff not give false information to a parent.

If a parent mentions a change in their child's schedule or discontinuation of enrollment, ask if they have notified the management staff in charge. There are forms for each of these situations that they need to completed and turn in to management. Sometimes parents think that casually mentioning this to a staff member constitutes giving official notice. **All notices, even to the management staff in charge must be in writing.**

30. Client Confidentiality

All information obtained at the center about any of our children and their families is confidential. It is absolutely inappropriate to pass this information on to people outside. If you must share something, avoid the use of names - just say, "we have a child who..". Never, under any circumstances discuss another family or child, or any gossip about staff with any other school parent. This is grounds for dismissal.

31. Problem-Solving

As in any work environment, you may encounter problems or concerns related to your job, your fellow employees, parents, the management team or center policy and procedures. It is our intention to handle complaints and concerns quickly and fairly. To do so, we request you use the following guidelines to get the support you need:

Put your concern/complaint in writing. This helps you focus on the problem and sort out the issues.

Do not assume the problem will just "go away" over time. Talk to your manager promptly. If you choose, you may share your concerns in written form.

If your manager is unable to resolve your problems or if you feel uncomfortable discussing it with him/her, bring the concern to another member of the management team. (lead teacher, assistant director, and director)

If the management team is unable to resolve the issue, bring your concerns directly to the owner-Eric Kuang – 303-434-2322 or email eric@sunsetacademy.com.

You will never be punished for bringing problems and complaints to the owner. Your concerns will be investigated quickly. A satisfactory resolution will be negotiated. Please be patient during this investigation process. The center needs time to research and respond to your concerns.

32. Lesson Plans

Regardless if you are a Lead Teacher, Assistant Teacher, or a Floater Teacher, you are charged with the task of ensuring the high quality service, a task include but not is not limited to:

- Maintain the classroom's environment rating standards
- Educate children according to the school's curriculum
- Assess the children with the assessment tool

Lead teacher in each classroom is provided at least one hour of paid planning time per week outside of the classroom. You are to follow the center's curriculum in your planning, and you will share your weekly lesson plans with parents.

33. Participate in Decision Making

As a Sunset Academy teacher, you are invited to the decision-making process on hiring, curriculum development, and goal setting process.

If you are the lead teacher of a classroom, you are to interview the assistant teacher we hire for your classroom should a vacancy occurs.

Likewise, we want to get your input in our annual goal setting process.

Such participation could be in the forms of school-wide teachers' survey or individual enquiries.

34. Monthly Staff Meeting and Training

Sunset Academy closes early at 4:00PM every second Friday of the month to have staff meetings or employee training. On those days, employees are required to clocked out before the meeting and training starts. The employees are paid for the actual time participating in the meeting and training separately.

35. Performance Problems

As noted in the Handbook Disclaimer (Section 1, above), you are an "at-will" employee which means that Sunset is free to terminate your employment at any time, with or without cause and with or without prior notice. Disclaimer notwithstanding, Sunset does strive to keep employees apprised of any performance issues and Sunset also strives to give employees an opportunity to correct any performance issues prior to discipline or termination.

Violations of general operating rules, procedures or good business practices set forth in this Handbook may result in disciplinary action. Sunset strives to adhere to the following disciplinary procedure when an employee fails to act in accordance with his/her performance contract and the policies set forth in this Handbook. Serious incidents including, but not limited to theft, physical violence or coming to work under the influence of drugs or alcohol may lead to suspension or dismissal without warning.

Incident Report: This report is intended to be used to document all performance incidents and inform employees of unsatisfactory behavior when problems are of less serious nature (e.g. arguing with another employee in front of a parent).

Oral Warning: When the problem is more serious (e.g. repetitive lateness in spite of management's request to be on time), any Incident Report is typically accompanied by an oral warning. This warning should also be documented on the Incident Report.

Written Warning: Written warnings are typically given when the oral warnings did not bring about a desired behavior change. The first written warning will usually explain the consequences if this unsatisfactory behavior does not change within a certain time frame. The second written warning is typically the final step before suspension or dismissal.

Suspension: This often occurs when the unsatisfactory behavior is so serious or repetitive that an unpaid "time out" is necessary for the employer and employee to reconsider the likelihood of change.

Dismissal: Dismissal is normally the final step, when unsatisfactory behavior is deemed detrimental to other employees, children, parents and/or the goals of the Center.

36. Leaving the Center

As an at-will employee, you may leave your job at any time for any reason. However, if you decide to end your employment with us, a two-week written notice given to the director is expected. The management team appreciates this advance notice to allow time for adjusting schedules and hiring a replacement for your position.

This notice also allows us to process final monies due in a timely manner.

Management might decide that you do not have to work for the full two weeks in the best interest of the school. In that case, the management will give you the last paycheck within 24 hours of the last day you work.

Before your departure, there are final documents to be signed and company properties to be returned. The management staff in charge will conduct an exit interview to help obtain feedback on your employment experience with us as well as comments/suggestions for improving our Center.

Employees will be required to turn in any cash or any other valuable asset advanced to you, your classroom electronic devices, classroom account credentials, books, curriculums, company supplies, brochures, parent information all of which are proprietary. The only supplies to be removed are the personal items which were previously approved by the director to use in the Center which they have a written approval for. If the Center determines any of the above mention items were removed without our permission the employee will be liable for the expense of these items and it may be deducted from their last check or pursued by any other legal recourse.

IV. Compensations and Benefits

1. Salary

Sunset Academy believing in paying its employees a living wage. We are inspired to be the wage leader in the industry in the city. Our goal is to support our employees so that they do not have to look for jobs beyond the walls of our school.

We pay our employee in a scale according to their education, work experience, and performance.

Employees are encouraged to improve all three aspects. When an employee accomplishes a milestone in any one of these three areas that result in an advancement in Colorado Early Childhood Professional Credential level, from level 1 to level 2, or from level 2 to level 3, the employee will usually get a raise, unless the employee has been paid at the that level prior to the achievement.

2. Pay Period

Whether you are a salaried employee or hourly employee the pay date is the same and payroll is processed bi-weekly. Payroll is handled by an outside payroll source on the day after cut off and checks are delivered the second day after the ending pay period date.

Confidentiality is a must. Any employee who discusses the terms of their employment with another employee or parent is cause for immediate dismissal.

3. Full-Time v. Part-Time Status

A "Full-Time Employee" is defined as any employee who normally works and is scheduled for 32 plus hours on

a weekly basis. A “Part-Time Employee” is defined as any employee who normally works and is scheduled fewer than 32 hours per week. If your normal work schedule is 30 hours and you were asked to work during a week for 32 plus hours to help out in the Center that does not move you to a full-time employee.

If the full-time employee’s hours consistently drop below 32 hours per week, then they are considered “part time” and will lose all full-time benefits. Full time employee hours are analyzed over a 90-day period to determine their qualification for full time benefits. If due to scheduling and or personal reasons your hours drop below an average of 32 hours per week, then you will be notified of your change in status and all full-time employee benefits will cease.

If a full-time employee converts to part-time status, then they will no longer be eligible to receive full-time benefits. However, any benefits they earned up and until that time are still available to use based on their new schedule. If you need any clarification on your eligibility visit with the management staff in charge.

4. Performance Reviews

A performance review will be conducted 90 days after your employment, thereafter, annual reviews will be performed in the summer around the beginning of new school year.

Prior to annual performance review, the management will observe you in-person or through the video surveillance system of the school. You will also be given the opportunity to evaluate yourself.

These reviews are to discuss our mutually agreed expectations and to show how well you are meeting those expectations.

The majority of time in each performance review is spent on how well you have been able to reach your performance goals. The director will help you identify your strong points and provide training and support for areas needing improvement.

The individual professional development plan is part of the annual performance review.

We also want feedback from you at that time.

Based on the performance review, we will set up the expectations for the next year.

Salary increases are not automatic, although raises may be given as part of the process. Salary increases are given at the discretion of senior management and the owner based on education, experience and job performance.

5. Promotions

Job openings are typically posted along with the required qualifications and skills. Current employees are typically given the first opportunities to fill job vacancies. If no interested or qualified applicants are found within the Center, the position will be filled from an outside applicant.

We encourage you to apply for any open position in which you are interested and would qualify. Employees will begin a 90-day probationary period whenever they assume a new position within the Center.

Criteria for promotions include:

- Ability
- Training
- Experience

- Attendance record
- Performance reviews
- Ability to be a team member
- Length of service with the center

When other qualifications are equal, length of service will be the determining factor for the selection process.

6. Vacation Policy

Vacation time is tracked from your hire date and or your full time conversion date. If you were hired for a part time position and then during your employment you converted to a full time employee, your “conversion date” would be your new hire date for calculation of any benefits available to full time employees. You are eligible to use your full number of earned vacation days after you reach your hire date or full time conversion date each year. Full-Time employees are entitled to a paid vacation after you have completed one year of service either based on your hire date or your conversion to a full time status. You are entitled to vacation according to the following schedule:

- 1- 5 years – One (1) week vacation at anniversary
- After 5 years – Two (2) weeks of vacation

No paid vacation is earned or can be taken during the first year of employment or first year based on your conversion date to a full time status. If you leave or terminate your employment prior to your one-year anniversary or full time conversion date, no vacation pay was earned – therefore no pay will be given. Any vacation time earned by the employee’s anniversary date or full time conversion date must be used prior to the next anniversary date or full time conversion date, except for one week. One week of vacation time can be carried from one year to the next. Any unused vacation time will be forfeited if not used within the first 6 months of the carry over year. Vacation time should be scheduled early each year and approval is subject to availability of substitutes and schedules throughout the Center.

To help with your replacement process, before requesting a vacation or personal time, each employee is required to find their own replacement for the time they want to take away from the center from the then current employee base. If you are unable to find your replacement, then please visit with the director who will do their best to find a replacement. **All time away from the center is still subject to management approval and review of your replacements qualifications due to Social Services requirements.**

Any time taken off will be applied first to vacation time that has been earned. If you have not earned any vacation time and/or have no vacation time available, your accrued personal time will be used. If you do not have any earned personal time, then you will not be paid for your time off. The management staff in charge must approve all time taken off. Vacation time can not be counted as hours work to push an employee over into overtime. No over time is paid if vacation time or personal time is used during any 40 hour workweek.

If you leave this employment you will be paid for any earned vacation days provided you give a two-week written notice. You may not use earned vacation time as part of your two-week notice period. Earned vacation time will not be paid if you were discharged for violating company policy or failing to comply with agreed upon corrective action.

7. Holidays

To qualify for holiday pay, you must work or be scheduled for at least 6 hours a day (30 hours a week minimum) to qualify for holiday pay. If a qualified employee's regular workday falls on a day the center is closed, the employee will be paid for their normal shift provided they have been employed at Sunset Academy for more than 90 days.

The scheduled holidays the center will be closed are:

- New Year's Day
- Memorial Day
- Fourth of July Day
- Labor Day
- Thanksgiving Day
- Christmas Day

8. Personal Time/Sick Time

Full-time employees will after 90 days of employment or after their full-time conversion date begin to accrue personal/sick time. Currently personal/sick time is earned at a rate of 1.846 hours per pay period or a maximum of six days per anniversary/full time conversion year starting after 90 days of employment or after your full-time conversion date. Personal/sick time may be utilized for paid time off from the Center. Any unused personal/sick time will be forfeited on your anniversary date/full time conversion date.

All personal/sick time taken needs to be approved by the management staff in charge. You will need to request the taking of personal/sick time at least two weeks in advance. This includes long lunches needed for doctor's appointments, coming in late or leaving early for personal/sick reasons. Personal/sick time should not be taken for granted. Personal/sick time cannot be counted as hours worked in determining whether any employee has worked a forty (40) hour week for purposes of overtime. If the timing is bad for the Center, the management staff in charge may deny you the time off.

To help with your replacement process, before requesting a vacation or personal time, each employee is required to find their own replacement for the time they want to take away from the center from the then current employee base. If you are unable to find your replacement, then please visit with the director who will do their best to find a replacement. **All time away from the center is still subject to management approval and review of your replacements qualifications due to Social Services requirements.**

In the event of sudden and unforeseeable sickness, Sunset may in its discretion waive the requirement of two weeks advance notice. You must call the management staff in charge just as soon as you believe you may be required to miss work due to sudden sickness. Depending on your status (full-time v. part-time) and how much vacation time or personal/sick time you have accrued, you may or may not be entitled to be paid for sick days. **Calling in sick on a requested day off, that was originally denied, is grounds for dismissal. If you do have a sick day, you will be required to provide a doctor's note before you can return to work.** This policy is in place for the health and safety of our children.

When the number of students attending is low and you are not needed in the school, management staff will send you home. In this circumstance, you can request to use you PTO to make up your time that is short of 8 hours for the day.

If you leave this employment, whether voluntarily or involuntary, you will not be paid for any unused personal/sick days. You may not apply unused personal/sick time as part of your two-week notice period.

9. Short Term Leave

Employees may take an unpaid short term leave for up to 90 days for parental leave (birth, adoption, and serious illness of a dependent child) or because of serious illness, which under a doctor's direction, would require a short term leave from work. While we can not guarantee the same job, every effort will be made for a comparable position. If you participate in the company health insurance program, you will be responsible to pay for your employee portion of premium by the first of each month you are on leave. If you decide to drop coverage during your leave, you may not be eligible for coverage once you return to work. Please go over the health insurance program with the director before you make the decision to terminate coverage as the health insurance program is subject to yearly changes.

10. Insurances

a. Health Insurance

The Center offers a group health insurance benefit. Upon request we can provide you with the information you need to evaluate the program and decide if you want to enroll. You must be employed with the center for 60 days in a fulltime status. The Center only offers and pays 50% for “employee” coverage. The employee is responsible for 50% of the premium. The employee must authorize the bi-weekly deductions from their payroll for their portion of the premium. **Premiums are due and collected in the month of insurance coverage.**

Under the current health insurance program, if you decline to accept coverage when you become eligible, you cannot enter the program until the next open enrollment date. Check with the management staff in charge for the plans open enrollment date. (Currently December of each year but subject to change) This program may or may not be renewed year to year. Notice will be given if we terminate this program.

b. Voluntary Dental Insurance Program

The Center currently offers a voluntary dental insurance program for “full time employees”. Enrollment is after 60 days of fulltime status. The center pays 50% of the premium for employee coverage only. Family coverage will be paid by the employee. The employee must authorize the bi-weekly deduction from their payroll for their portion of the premium. For further details visit with the director.

If you decline to accept any coverage during the enrollment month, you cannot enter the program until the next open enrollment date which is currently December. This program may or may not be renewed year to year. Notice will be given if we terminate this program.

NOTE: If at any time your employment status drops to a part time status, you will lose your ability to continue in our health insurance program and any voluntary insurance program offered to Full Time employees. If this were to occur, you will need to seek coverage independently starting the month following your status change to part time. Please see the director if you need help finding replacement coverage.

11. Workers' Compensation

If you are injured or become ill on the job at Sunset, you may be entitled to benefits under the Workers Compensation Act. The Center pays for the cost of these benefits

Worker's Compensation pays for medical, hospital and surgical expenses and partially reimburses you for lost

income while you are unable to work. As a general rule, you must be under a doctor's care to receive Workers' Compensation.

You must immediately report any on-the-job injury, no matter how minor, to your lead teacher, management staff in charge. Failure to report an injury when it happens could cause you to lose Worker's Compensation benefits.

12. Domestic Abuse Leave

By Colorado statute (C.R.S. § 24-34-402.7) Sunset is required to allow eligible employees up to three working days of leave, with or without pay, if they are the victim of domestic abuse or violence, sexual assault or stalking. Leave pursuant to this policy is allowed only for the purposes of: seeking medical treatment or consulting for the employee or the employee's child; seeking a civil protection order; seeking legal assistance to attend court-related proceedings; or, seeking new housing or making an existing home secure. If you believe you are eligible for and desire to take leave pursuant to this policy, please consult with the management staff in charge.

13. Employee Child/Dependent Care

Employees are allowed to bring their children to the center for care under the following conditions:

- Space is available. Currently we are not accepting any employee children who are not potty trained. If no space is available, full tuition rates will apply. You may place your name on a wait list as any other parent.
- The teacher and child are not in the same classroom
- When you enroll your child at Sunset Academy, you agree to all the terms and conditions of the "Parent Handbook". Once enrolled, you will be bound by these policies and procedures without further notice.
- Discounts may be available. The director will discuss these at the time of hire. They depend on space, number of employee children already in the center and other financial factors.
- Childcare tuition will be deducted from payroll biweekly. If another party is required to make payment for childcare, you will be responsible to collect to offset your payroll deduction. Sunset will not be involved with any outside party collections for childcare. You will be responsible to pay for any additional tuition for no-school days or camp tuitions.
- Breastfeeding employees are to nurse only on breaks. They may not feed on demand. The classroom you are assigned to has to be your first priority while at the center.
- Please treat the teacher in your child's room as an equal. They have a job to do, rules to follow, and other children to care for. As a childcare provider, you should realize that.
- All employee children are treated as equals; they participate in the same activities and follow the same rules as other children.
- If your child is out for a day, you are still required to pay your normal tuition. Your child is taking a "full tuition" spot. You as a parent need to follow the same rules as other parents.

14. Pre-employment expenses waiver

As a way to help out employees managing your financial stress, the center pays for the expenses for certain pre-employment expenses such as background and criminal history checks on employee's behalf when such the expenses occur.

If an employee leaves before 90 days of employment, the employee agrees to pay back the center the costs of associated with the background checks. The costs will be deducted from the last paycheck. If the last paycheck is not enough to cover the actual cost, the employee is personally responsible to pay the company back the costs.

After the 90-day probationary period, the company waive the right to charge the employee for the pre-employment expenses.

15. Retirement Savings Plan

Sunset Academy offers SIMPLE IRA retirement savings plan. Employee can defer up to the maximum permitted by IRS. Employee attaining the age of 50 during the calendar year are able to make additional contribution under what is know as the "Catch up Provision".

An employee may begin contributing to his/her retirement plan after 3 months into the employment.

Sunset Academy may match employees' contribution up to 3% each year. The exact percentage will be communicated to the employees each year, 60 days ahead of the start of the year.

For the current maximum, investment choices, and matching amounts, please contact the director.

Employees are responsible to inform the director of the benefit elections and turn in then enrollment or waiver forms within 90 days of their first day of work.

V. Safety and Security

1. Emergency Preparedness Plan Handbook

There is a separate "Emergency Preparedness Plan Handbook" available. A copy of that handbook is placed above the main sign in/out desk and made available for your review. As procedures change, this handbook may also change. Updates reflecting these changes will be posted periodically. **It is important to review all the details of the emergency handbook. Please ask the director for a copy so you are aware of our emergency evacuation procedures and protocols and what is expected of you during an emergency.**

2. Building Security

The Center currently has a digital entry system. You will be given a set of codes for entry to the building. Please do not hold the door open for unknown parents or visitors. Your code entry will register your presence at the center and you will be held responsible for any damage incurred by unknown persons using your code.

All exterior doors must remain closed at all times and locked. Do not prop any door open for airflow. If you find a door unlocked, report it to the lead teacher in or the person left in charge. It is the responsibility of the lead teacher or person left in charge of that room to secure the door at all times.

There are monitoring cameras mounted in the rooms and around the building. The cameras are used to review any children, staff or unwanted people that might cause harm to the center and others or violate Sunset policies and procedures. They are being used as a training tool in some of the rooms where children might be misbehaving or causing harm to other children. Parents who have children attending your class can also view the videos fed

from your classroom.

Please be aware, cameras are in one of your rooms, and your actions could be reviewed by management or parents, at any time, for violation of Sunset policies and procedure.

3. Fire Safety

Mats must be 3 feet apart, head to toe. Any fire hazards should be reported to the director/assistant director immediately. Monthly fire drills will be held between opening and closing times. Be prepared at all times. When the alarm goes off, line up children and exit through the nearest door, unless the exit is obstructed by fire. Have an alternative exit planned in case your exit is blocked. Know the number of staff and the number of children at all times. Carry your clipboard, which contains the roll call sheet for your room and your "Disaster Prepared Bag". Make sure the children are called by name from the room's roll call sheet. The fire department will be notified by the alarm system. Treat all alarms as if they are real.

Infant rooms put the babies in the two fire cribs provided in each room. Five babies can be put into each crib. These cribs should be kept closest to the exit doors at all time and free from clutter.

4. Tornadoes, Fire, Blizzards, Floods and Excessive Hot Weather

The Center run drills the 1st Monday of each month to coincide with the City of Longmont's public aware system. Each room has a "Disaster Prepared Bags" and there are also bags located in the main office and front desk area. Make yourself aware of where they are and the procedures on who is responsible for gathering those bags before you leave the building. All children need to be accounted for by utilizing the active class room schedule (the sign in/out sheet) which must be taken with each class room when exiting the building for any disaster along with a parent emergency contact list for your room and the "Disaster Prepared Bags".

In the case of a tornado all children are to be escorted to a predetermined area with no exterior windows. Once the threat has passed you may return to your classrooms. If the Center were to be damaged by a tornado you need to remove the children

from the center as soon as possible and gather away from the building in a preapproved safe place where the parents can then be called for pickup.

Fire safety evacuation plans are posted in each room. All staff need to be aware and follow your rooms evacuation plan as posted. All children need to be accounted for by utilizing the active class room schedule (the sign in/out sheet) which must be taken with each class room as they vacate the building. Once the building is cleared by the Longmont Fire Department for safe occupancy you may return to your classroom. If the Center is not cleared for occupancy you need to keep the children in a safe place and the parents called for pickup.

If at any time we are experiencing inclement weather (flood, blizzard or excessive heat) the management staff in charge, working under the owners direction, will determine if the center will remain open and you will be contacted regarding. If you are scheduled to work you will make every attempt to get to the center to cover your shift. If you are unable to do so you must contact the management staff in charge so we can make other arrangements to cover your position. Children will only be accepted the center based on the number of employees who have reported to work. Know that if you fail to report during inclement weather you will be forcing the Center to turn away parents who depend on you for their child's care.

5. Weapons

Sunset Academy is committed to providing a safe workplace and therefore prohibits the possession of dangerous weapons. Any possession and/or use of weapons, explosives, fireworks, or other objects designed and/or used to inflict injury or damage while on Sunset property is prohibited. This includes, but is not limited to, items that simulate such dangerous objects. The possession of non-lethal self-defense instruments is not prohibited; however, the reckless use of such devices may be considered a violation of this policy. It shall also be a violation of Sunset policy to possess any weapon on the private property of Sunset even if you possess a valid concealed weapon permit issued under current Colorado statute.

6. Visitors

Anyone who walks in the front lobby who is **NOT** an active employee of Sunset must sign the visitor's book in accordance with State licensing requirements. The book is located on the cabinet by the front door. ALL visitors must sign in and out, included name and the purpose of the visit. The only exception is our clientele (parents, guardians, authorized parties) to drop off or pick up children. Relatives of employees and ex-employees **MUST** sign the book and be treated as visitors. Any unrecognized parent or guardian must present a photo ID for approval by management before they can remain in the building. Visitors are to wait in the break room or in the front entry and all visitations must occur there, unless approved by management. If you have not been trained for tours, or basic center operations, you need to contact the director, assistant director or person in charge to greet all visitors.

Employee can not have a visitor during their scheduled working time. If a visitor arrives at the center and an employee is working, they will be sent away or asked to come back when that employee is not working. If you plan on receiving a visitor please coordinate their visit with your break or lunch period.

Terminated employees may only visit the center with the prior approval of the director or the owner.

VI. Sunset Academy Professional Development Plan

1. Teachers' Professional Development Goals

Sunset Academy believes in providing an encouraging environment for you to grow in your knowledge and skills to excel in your job. We believe that an essential component for your growth is for you to take advantage of the training opportunities that are offered by the school.

Management will help you to set up professional development goals. Management of the school will also give you a path to achieve these goals.

After you achieved your goals, you should use PDIS and the other continuing education opportunities to maintain or improve your level.

2. Training Time

Other than the group training sessions organized by the school, the hours it takes to finish training are the responsibility of the employees and you will not be paid for them. However, training bonuses are set up for your effort if you complete the required trainings ahead of schedule in some cases.

Please also be noted that we pay our employees based on your education, experience, and job performance. Putting yourself through rigorous trainings is the sure way to improve your hourly salary rate.

The school closes early on the second Friday of each month to conduct staff meeting and employee training from 4:00 to 5:30 PM. We may invite outside trainers to have in-person training. These meeting and training sessions are mandatory.

In some classrooms, children take naps and teachers have times to do things such as cleaning, planning, organizing and record keeping. Teachers are not allowed to use electronics devices for activities unrelated to your jobs, however, taking on-line training course are encouraged as long as the teachers can divide up to check on the napping children.

3. Use PDIS to Manage Professional Development

Sunset Academy uses Colorado State's Professional Development Information System (PDIS) system to manage our employees' professional development.

[The Colorado Shines Professional Development Information System](#) (PDIS) is a web-based system providing free and easy access to professional development courses.

This system tracks training and education, provides high-quality online professional development, and helps individuals select a professional development path according to their competency level, their professional development goals, their job or role, and their geographic location.

Through the Colorado Shines PDIS, online courses, scholarships, opportunities to connect with other early childhood professionals and other resources are provided at no cost to you. The Colorado Shines PDIS also calculates your Early Childhood Professional Credential level.

Upon joining Sunset Academy, if you have not established an account in PDIS yet, you are required to register an account in PDIS. You are to list Sunset Academy as your current employer and select the proper job title you are hired for, such as director, assistant director, lead teacher, assistant teacher, etc.

4. Pre-Service and Orientation Training

There are two types of initial training for childcare providers: pre-service and orientation. Pre-service training must be completed prior to working with children. Orientation training must be completed within 30 days of employment

For a list of updated Pre-service and Orientation training, refer to the [Required Pre-Service and Orientation Courses](#)

(http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Training&lang=en)

You should be able to find most of the training available in PDIS. Talk to the management and decide what are the necessary courses for you to take before your employment. You should complete the pre-service courses available in PDIS prior to coming to work in Sunset Academy while we are waiting for your background check results.

For the courses such as CPR that an online version is not available, Sunset Academy will bring outside trainers to conduct training.

All employees are required to have a current CPR/First Aid card and Universal Precautions card. This training is currently provided and paid for by the center. If you fail to attend your scheduled sign up for class you will be required to reimburse the center \$75.00 which will be deducted from your payroll as an educational fee.

If an employee resign before his/her 90 day probation period, they will pay back the company the cost for the training they receive thus far.

5. Self-Assessment and Professional Development Plan (PDP)

When you are first hired into Sunset Academy, you are required to complete the “Early Childhood Educator and Administrator Competence Self-Assessment”. Based on the assessment result, you are going to develop and update your Professional Development Plan (PDP), with input from the management. You should submit your development plan to the management as part of your record. Self-Assessment and PDP should be updated and renewed each year around your anniversary of employment at the school.

The extent you are able to follow through your professional development plan is part of your annual performance review.

6. Continuing Education

a. Your First Year

In the first year of your service, you are required to take enough new courses to bring your total hours of training to qualify as Early Childhood Teacher. A bonus of \$10 per hour will be awarded to you if you achieved before your first 3-month in the school for actual courses hours you took. For example, if you have not taken any PDIS courses before you joining Sunset and you take 21 hours of such course in the first 3 months, you will be awarded a bonus of \$210 on your 90 day of your employment.

b. After Your First Year

After the first year, as required by Colorado State Department of Human Services, all Child Care employees are required to have 15 clock hours of continuing education to include 3 hours in social and emotional classes each year starting with your hire date and annually thereafter. Training hours completed can only be counted during the year taken and cannot be carried over.

If you complete the 15 hours within the first quarter of the year, a bonus of \$150 will be awarded to you on the first payroll after March 31 of the year. This bonus applies only to employees who have been with the school for more than one year.

You can fulfill almost all your continuous training requirement by taking course from PDIS, but the school will bring qualified trainers on specific topics that are of interest, and you may earn credential qualifying hours that way.

Here is the [PDIS eLearn Course List](https://ecpd.costartstrong.org/ets/companies/08c38354-7b3d-4abd-b1ca-8309d9c5b000/UserFiles/StoreFront/2020.5.20_PDISCourseList.pdf):

https://ecpd.costartstrong.org/ets/companies/08c38354-7b3d-4abd-b1ca-8309d9c5b000/UserFiles/StoreFront/2020.5.20_PDISCourseList.pdf

7. Required Curriculum Training

Sunset Academy lead teachers have the obligation to bring the Creative curriculum and Gold assessment tool contracted by the school to the classroom. It is your responsibility to take the following courses and become familiar with Teaching Strategies Curriculum within the first 3 months after your employment:

a. All Age Groups

- Introducing MyTeachingStrategies®
- GOLD® Introduction

b. Infants and Toddlers

- Getting to Know The Creative Curriculum® for Infants, Toddlers & Twos
- Implementing GOLD® in MyTeachingStrategies® (Infants, Toddlers & Twos)

c. Pre-School and Pre-K

- Getting to Know The Creative Curriculum® for Preschool
- Implementing GOLD® in MyTeachingStrategies® (Preschool)

d. Kindergarten

- Getting to Know The Creative Curriculum® for Kindergarten
- Getting to Know GOLD® for Kindergarten Entry Assessment
- Implementing GOLD® in MyTeachingStrategies® (K-Third Grade)

8. Additional Curriculum Related Trainings

Sunset Academy teachers have the unique opportunity to access CEU eligible training provided by Teaching Strategies.

Because Teaching Strategies, LLC, is accredited by the International Association for Continuing Education and Training (IACET). Teaching Strategies complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, Teaching Strategies is accredited to issue the IACET CEU.

- The Creative Curriculum® for Infants, Toddlers & Twos: Routines
- The Creative Curriculum® for Infants, Toddlers & Twos: Experiences
- The Creative Curriculum® for Infants, Toddlers & Twos: Foundation
- The Creative Curriculum® for Infants, Toddlers & Twos: Daily Resources
- The First Six Weeks of Preschool
- The Creative Curriculum® for Preschool: Foundation
- The Creative Curriculum® for Preschool: Daily Resources
- The Creative Curriculum® for Kindergarten: Foundation
- The Creative Curriculum® for Kindergarten: Daily Resources

It should be emphasized that these Teaching Strategies training seats cost substantial amount of money. Lead teachers will automatically get a seat. If you are an assistant teacher and want to take advantage of the training, please talk to the management.

Lead teachers need to complete the courses that apply to your age group within the first year.

9. Educational Reimbursement

After 90 days of employment or fulltime conversation date, the center pays a “Full Time” employee up to \$75.00 per calendar year for educational reimbursement. After receiving a completion certificate the center will reimburse the “Full Time” employee 50% of any qualified childcare related class after completion. Please visit with the director for more information.

If at anytime monies are paid on behalf of an employee for educational reasons and said employee does not complete the class with a grade of no less than a “C”, then said employee will be required to repay the employer for monies advanced on their behalf. Repayment of this disbursement will either be taken from your payroll bi-monthly until paid in full or can be paid in full by the employee immediately.

Occasionally we have “Educational Grant” monies which may fund the above benefit plus additional dollars for our educational reimbursement program. The “Educational Grant” program is subject to additional specific terms and conditions before any funds are disbursed. You will be required to sign an agreement and abide by the terms of that agreement before any grant monies are disbursed. If you fail to abide by the terms of that agreement, you will be required to repay the grant fund for all monies advanced. Said repayment will either be taken from your payroll bi-monthly until paid in full or can be paid in full by the employee immediately.

VII. Code of Conduct

- We will maintain a healthy and safe environment that fosters each child's physical, emotional, social, and cognitive development.
- We will respect the individual needs, qualities, interests, and potential of each child.
- We will base our practices on current research in the area of early childhood development, education, early intervention, and care.
- We will provide learning in an inclusive, nurturing, respectful, and responsive environment at all times.
- We will establish and maintain confidential, respectful, and collaborative relationships with our families and co-workers.
- We will welcome, respect, and celebrate the diversity of our children, families and staff members.
- We will recognize and value each child's language, culture, family structure, and ethnicity.
- We will work collaboratively with families to ensure a smooth transition from home to school, from classroom to classroom, and from classroom to elementary school.
- We will encourage the ongoing involvement of families in our school.
- We will stay informed about early childhood development, education and care through training and continuing education.
- We will share resources and strategies with our coworkers and families.
- We will follow all program and procedures and outlines in the Sunset Academy Employee Handbook

VIII. JOB DESCRIPTIONS

1. Lead Teacher

Qualifications:

- Early Childhood Teacher Qualified through the Colorado Dept. of Human Services.
- Have 3 Reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate education or training in childcare and practical experience.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Complete employee packet within 10 days.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting

Requirements:

- All Lead Teachers must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff, and facility.
- Ensure that regular emergency drills (fire, tornado) are held monthly.
- Maintain child records. Staff Supervision:
- Train, nurture, and encourage staff development of all classroom staff.
- Arrange for new employee classroom orientation.
- Maintain staff/child ratios, assigning staff and children to classes.
- Meet with director and/or Asst. Center director for approval of curriculum planning, staff performance, problems, and/or commendations.

Registration:

- Assist with the registration of children throughout the year and maintain the waiting list.
- Participate in introducing prospective families with tours and follow-up visits.
- Make available information about classroom rules, schedules, and activities.

Program:

- Deliver high quality service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Supervise and ensure the safety and wellbeing of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Develop lesson plans according to the curriculum in detail and post in the classroom each week.
- Implement the daily program with the help of the other classroom teachers.
- Decorate the room with bulletin boards, pictures, children's artwork, and other child appropriate hangings.
- Keep classroom, storage areas, and bathrooms clean, neat, and orderly.
- Arrange for field trips and write "thank you" notes to parents who attended.
- Set-up snacks and lunch and sit with the children while they eat.
- Conduct individual conferences with the parents of each child twice yearly (October and April).
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Supervise staff meetings and participate in staff training.

- Attend regular staff planning, training, and evaluation meetings.
- Be familiar with and follow all Sunset Academy policies.
- Keep director and assistant director informed in advance of program needs.
- Report to management staff in charge any special needs or problems of individual children.
- Help with the Organization of parties, programs, and special events throughout the year.
- Check supplies and give supply list to director.
- Create a paragraph regarding your classroom to be put in the monthly family newsletter.
- Handle discipline promptly and in accordance with the Sunset Academy policy on discipline.
- Keep records of discipline issues and behavior charts as needed.
- Keep daily attendance records.

Special Concerns:

- Work with management staff in charge on any special needs of individual children.
- Maintain networking with other childcare professionals, recommending to parent's referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner

Finances:

- Assist the director in monitoring classroom needs and expenses.
- Order only necessary supplies and create "wish list" for the owner for other supplies.

Business:

- Keep parents informed and up-to-date on preschool policies and activities through Parent Newsletters and notes posted at preschool.
- Communicate to director and assistant director updates on all program happenings and Center concerns.
- Publicize the preschool and maintain continuing public relations with the community.
- Keep an inventory of classroom supplies and order replacements as needed.
- Confer with director and the owner when asked regarding Center Financial status.

Standards:

- Be familiar with the standards regarding the Sunset Academy facility, maintenance, safety, and sanitation needs.
- Meet or exceed required standards.
- Visit with visiting fire, health, and licensing inspectors for their regular licensing inspections.
- Ensure that all-cleaning supplies and tools are safely locked out of the reach of children.

Cleaning and Maintenance:

- Clean toys, cupboards, shelves, floors, and furniture regularly.
- Clean walls, carpet spills, floors, and equipment as needed.
- Launder children's mat sheets regularly.
- Maintain the building and equipment in safe and proper working order. Check periodically and report any hazards to the management staff in charge.

2. Group Teacher

Qualifications:

- Early Childhood Teacher Qualified through the Colorado Dept. of Human Services.
- Have 3 Reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate education or training in childcare and practical experience.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Complete employee packet within 10 days.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting Requirements:
- All Group Teachers must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff, and facility.
- Ensure that regular emergency drills (fire, tornado) are held monthly.
- Maintain child records. Staff Supervision:
- Assist with training, nurturing, and encouragement of staff and their development.
- Help with new employee classroom orientation.
- Maintain staff/child ratios, assigning staff and children to classes.
- Manage the class when the Lead Teacher is out of the room or off duty.

Registration:

- Participate in introducing prospective families with tours and follow-up visits.
- Make available information about classroom rules, schedules, and activities.

Program:

- Deliver high quality service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Work with classroom teams to supervise and ensure the safety and well-being of the children. At all times, being alert of the needs and/or problems of the children as individuals and as a group.
- Assist Lead Teacher in planning and reviewing for lesson plans.
- Implement the daily program with the help of the other classroom teachers.
- Work as a team to decorate the room with bulletin boards, pictures, children's artwork, and other child appropriate hangings.
- Keep classroom, storage areas, and bathrooms clean, neat, and orderly.
- Set-up snacks and lunch and sit with the children while they eat
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Attend and participate in weekly staff meeting.
- Attend regular staff planning, training and evaluation meetings.
- Be familiar with and follow all Sunset Academy policies.
- Keep director and assistant director informed in advance of program needs.
- Report to management staff in charge any special needs or problems of individual children.
- Help with the organization of parties, programs, and special events throughout the year.
- Handle discipline promptly and in accordance with the Sunset Academy policy on

discipline.

- Assist with keeping records of discipline issues and behavior charts as needed.
- Keep daily attendance records.

Special Concerns:

- Work with management staff in charge on any special needs of individual children.
- Maintain networking with other childcare professionals, recommending to parent's referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner

Finances:

- Assist the Lead Teacher in monitoring classroom needs and expenses.

Business:

- Keep parents informed and up-to-date on preschool policies and activities through Parent Newsletters and notes posted at preschool.
- Communicate to Lead Teacher updates on any program happenings and classroom concerns.
- Publicize the preschool and maintain continuing public relations with the community.
- Keep an inventory of classroom supplies and order replacements as needed.

Standards:

- Be familiar with the standards regarding the Sunset Academy facility, maintenance, safety, and sanitation needs.
- Meet or exceed required standards.
- Ensure that all-cleaning supplies and tools are safely locked out of the reach of children.

Cleaning and Maintenance:

- Clean toys, cupboards, shelves, floors, and furniture regularly.
- Clean walls, carpet spills, floors, and equipment as needed.
- Launder children's mat sheets regularly.
- Maintain the building and equipment in safe and proper working order. Check periodically and report any hazards to the management staff in charge.

3. Assistant Teacher

Qualifications:

- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate interest in education and training in childcare.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Complete employee packet within 10 days.
- Demonstrate a willingness to work in a variety of center jobs and classrooms as needed for coverage.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting Requirements:

- All Assistant Teachers must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff, and facility. Staff Supervision:

- May assume temporary responsibilities of the Lead Teacher or Group lead teacher qualified in their absence.
- Help with new employee classroom orientation.
- Maintain staff/child ratios.
- Help other staff manage the class when the Lead Teacher is out of the room or off-duty.

Registration:

- Participate in introducing prospective families with tours and follow-up visits.
- Make available information about classroom rules, schedules, and activities.

Program:

- Assisting in delivering high quality service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Work with classroom team's to supervise and ensure the safety and well-being of the children at all times, being alert of the needs and/or problems of the children as individuals and as a group.
- Assist classroom teams in planning and reviewing for lesson plans.
- Implement the daily program with the help of the other classroom teachers.
- Work as a team to decorate the room with bulletin boards, pictures, children's artwork, and other child appropriate hangings.
- Keep classroom, storage areas, and bathrooms clean, neat, and orderly.
- Set-up snacks and lunch and sit with the children while they eat.
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Attend and participate in staff meeting.
- Attend regular staff planning, training, and evaluation meetings.
- Be familiar with and follow all Sunset Academy policies.
- Report to Lead Teacher any special needs or problems of individual children.
- Help with the organization of parties, programs, and special events throughout the year.
- Handle discipline promptly and in accordance with the Sunset Academy policy on

discipline.

- Assist with keeping records of discipline issues and behavior charts as needed.
- Help record daily attendance records.

Special Concerns:

- Work with Lead Teacher on any special needs of individual children.
- Maintain networking with other childcare professionals, recommending to parent's referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner (Eric Kuang – 303-434-2322)

Finances:

- Assist the Lead Teacher in monitoring classroom needs and expenses.

Business:

- Communicate to the Lead Teacher updates on any program happenings or classroom concerns.
- Publicize the preschool and maintain continuing public relations with the community.
- Keep an inventory of classroom supplies ask Lead teacher to order replacements as needed.

Standards:

- Be familiar with the standards regarding the Sunset Academy facility, maintenance, safety, and sanitation needs.
- Meet or exceed required standards.
- Ensure that all-cleaning supplies and tools are safely locked out of the reach of children.

Cleaning and Maintenance:

- Clean toys, cupboards, shelves, floors, and furniture regularly.
- Clean walls, carpet spills, floors, and equipment as needed.
- Launder children's mat sheets regularly.
- Maintain the building and equipment in safe and proper working order. Check periodically and report any hazards to the Lead Teacher, director, or assistant director.
- Miscellaneous duties as requested by the Lead Teacher or management staff

4. Substitute Teacher

Qualifications:

- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate interest in education and training in childcare.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Complete employee packet within 10 days.
- Demonstrate a willingness to work in a variety of center jobs and classrooms as needed for coverage.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting

Requirements:

- All Substitute Teachers must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff, and facility. Staff

Supervision:

- May assume temporary responsibilities of the Lead or Group leader qualified teacher in their absence.
- Help with for new employee classroom orientation.
- Maintain staff/child ratios.
- Help other staff manage the class when lead teacher is out of the room or off-duty.

Registration:

- Participate in introducing prospective families with tours and follow-up visits.
- Make available information about classroom rules, schedules, and activities.

Program:

- Deliver high quality of service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Work with classroom teams to supervise and ensure the safety and well being of the children at all times, being alert of the needs and/or problems of the children as individuals and as a group.
- Assist classroom teams in planning developmentally appropriate curriculum and reviewing for lesson plans.
- Implement the daily program with the help of the other classroom teachers according to the lesson plans furnished by the Lead teacher.
- Keep classroom, storage areas, and bathrooms clean, neat, and orderly.
- Set-up snacks and lunch and sit with the children while they eat.
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Be familiar with and follow all Sunset Academy policies.
- Report to the lead teacher any special needs or problems of individual children.
- Help with the organization of parties, programs, and special events throughout the year.
- Handle discipline promptly and in accordance with the Sunset Academy policy on discipline
- Assist with keeping records of discipline issues and behavior charts as needed.
- Help record daily attendance records.

Special Concerns:

- Work with the lead teacher on any special needs of individual children.
- Maintain networking with other childcare professionals, recommending to parent's referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner.

Business:

- Communicate to the lead teacher updates on any program happenings or classroom concerns.
- Publicize the preschool and maintain continuing public relations with the community.

Standards:

- Be familiar with the standards regarding the Sunset Academy facility, maintenance, safety, and sanitation needs.
- Meet or exceed required standards.
- Ensure that all cleaning supplies and tools are safely locked out of the reach of children

Cleaning and Maintenance:

- Clean toys, cupboards, shelves, floors, and furniture as assigned.
- Clean walls, carpet spills, floors, and equipment as needed.
- Launder children's mat sheets regularly.
- Maintain the building and equipment in safe and proper working order. Report any hazards to the lead teacher, director, or assistant director.
- Miscellaneous duties as requested by the lead teacher or management staff.

5. Center Cook

Qualifications:

- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate interest in education and training in childcare.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops as designated by the center
- Complete employee packet within 10 days.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting Requirements:
- All Center Cooks must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in kitchen, food preparation, and food storage. Standards:
- Be familiar with State Childcare Rules and Regulations, and Health Department Regulations regarding food service for child care programs.
- Maintain or exceed standards of sanitation, health, safety, OSHA and nutrition.
- Attend continuing education as available and required in the food service process to include either the H.E.A.L. program or other programs approved for menus and nutritional training.

Food Procurement:

- Inventory current supplies.
- Order or shop for needed items.
- Work within the Center budget to maintain expenses.
- Order special foods as requested for classroom use, following specified procedures.

Food Preparation:

- Plan menus, meeting requirements for nutrition
- Post the menu on the Parent Bulletin Board.
- Prepare food daily.
- Be aware of child allergies or special food needs and provide alternate food for those children.
- Prepare food for picnics, parties, and other special functions as needed.
- Keep storage areas, kitchen appliances, and floor clean, neat, and orderly.
- Maintain kitchen appliances and equipment in safe and proper working order. Report any hazards to the administrative staff.

Serving:

- Setup snacks and lunch in individual classroom food tubs for classroom staff to pick up.
- Be familiar with and follow all Sunset Academy policies.
- Report to the lead teacher any special food needs or problems of individual children.
- Help with the organization of parties, programs, and special events throughout the year.

Special Concerns:

- Work with classroom staff on any special needs of individual children.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner (Eric Kuang – 303-434-2322).
- Miscellaneous duties as requested by the management staff.

6. Van Driver

Qualifications:

- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate interest in education and training in childcare.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Complete employee packet within 10 days.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting Requirements:
- All Van Drivers must be able to lift a child weighing up to 35 pounds without assistance. Licensing:
- Maintain a current Colorado Driver's License.

Standards:

- Meet the requirements for training and licensing of drivers.
- Know current traffic laws and agree to abide by them.
- Be familiar with the State Childcare Rules and Regulations regarding transportation of children.
- Maintain or exceed standards of sanitation, health, safety, and cleanliness on the ans.
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services) along with approved driver training classes.
- Monitor use of the van not to exceed a radius of 50 miles from the center pursuant to center's insurance policy restrictions.

Bus Procurement:

- Check van daily for fuel, and be sure everything is operational.
 - Fill gas tank as needed, keeping accurate records of expenditures.
 - Arrange for regular, routine van maintenance.
 - Keep vans neat and clean.
 - Report any concerns about the van immediately to the administrative staff.
 - Use company cell phones for transportation issues only.
 - Never use vans for personal business
- #### Transporting the Children:
- Be sure the children are aware of the van rules before boarding.
 - Ensure seat belt usage, order, and safety of the children as they board and leave the van.
 - Maintain order and discipline on van at all times.
 - If a child becomes disruptive, pull van over to side of road to deal with situation. If needed, call the management staff in charge for assistance.
 - Keep an accurate count of children boarding and leaving the van.
 - Be sure that each child is fastened in a safety device or seat belt before departure, and insist that they remain restrained and seated while the van is traveling.
 - On field trips, make sure that enough adults accompany the children so that the driver is free to devote all attention to safe driving.

Special Concerns:

- Work with classroom staff on any special needs of individual children.
- Maintain networking with other childcare professionals.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner (Eric Kuang – 303-434-2322)

7. Center Director

Qualifications:

- Director Qualified through the Colorado Dept. of Human Services.
- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate education or training in childcare and practical experience.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting

Requirements:

- The Center Director must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Maintain Sunset Academy Center Childcare License and renew it annually.
- Maintain state standards in program, staff, and facility.
- Meet with licensing, fire, and health officials as they make their annual inspections, and inform proper authorities of compliance in writing.
- Ensure that regular emergency drills (fire, tornado) are held monthly.
- Maintain staff and child records. Staff Supervision:
- Hire personnel and maintain pertinent staff employment and licensing records.
- Arrange for new employee orientation.
- Maintain staff/child ratios, assigning staff and children to classes.
- Meet with each classroom to oversee curriculum planning, staff performance, problems, and/or commendations.
- Organize any appropriate in-service training.
- Assist with activities for community involvement.
- Maintain payroll records including personal time, vacation, and other benefits.
- Process payroll as required
- Registration:
- Advertise for enrollment.
- Register children throughout the year.
- Send information as requested to perspective parents regarding Sunset Academy.
- Make arrangements for tours and follow-up visits.
- Make available a registration packet containing all the necessary enrollment forms, parent policy information, and cost sheet for perspective families.

Program:

- Supervise the delivering of high quality service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Organize parties, programs, and special events throughout the year.
- Handle "thank you" notes and proper acknowledgments to parents, employees, community and others.
- Check supplies and order as needed.
- Type and distribute monthly family newsletter.

Special Concerns:

- Work with classroom teachers on any special needs of individual children.

- Networking with other childcare professionals. Provide parents with referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the owner (Eric Kuang – 303-434-2322) or Boulder County Office of Social Services.

Finances:

- Receive, record, and deposit tuition payments from parents.
- Send out tuition statements each week.
- Purchase all necessary supplies and make list of requests for large equipment to give the owner.
- Control Director's Operating Account, recording every purchase, and keeping receipts.

Business:

- Keep parents informed and up-to-date on preschool policies and activities through parent newsletters and notes posted at the preschool.
- Communicate to the owner updates on all program happenings and center concerns.
- Publicize the preschool and maintain continuing public relations with the community.
- Keep an inventory of office supplies and order replacements as needed.
- Monitor use of the van not to exceed a radius of 50 miles from the center pursuant to center's insurance policy restrictions.
- Confer with the owner on regular basis regarding the center's financial status

8. Assistant Center Director

Qualifications:

- Director Qualified through the Colorado Dept. of Human Services.
- Have 3 reference forms on file with the center, attesting to character and child caring ability.
- Demonstrate education or training in childcare and practical experience.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops.
- Keep current certifications in First Aid, CPR and Universal Practices Lifting Requirements:
- The Assistant Center Director must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff and facility.
- In Directors absence, meet with licensing, fire, and health officials as they make their annual inspections, and inform proper authorities of compliance in writing.
- Ensure that regular emergency drills (fire, tornado) are held monthly.
- Maintain staff and child records. Staff Supervision:
- Assist with hiring personnel and maintain pertinent staff employment and licensing records.
- Arrange for new employee orientation.
- Maintain staff/child ratios, assigning staff and children to classes.
- Meet with each classroom to oversee curriculum planning, staff performance, problems, and/or commendations.

Registration:

- Assist with the registration of children throughout the year.
- Send information as requested to perspective parents regarding Sunset Academy.
- Make arrangements for tours and follow-up visits.
- Make available a registration packet containing all the necessary enrollment forms, parent policy information, and cost sheet for perspective families.

Program:

- Assisting in supervising the delivering of high quality service, maintain the classroom's environment rating standards, educate children according to the school's curriculum, and assess the children with the assessment tool.
- Assist with the supervision of the day-to-day functioning of the program.
- Supervise the development of curriculum.
- Attend at least 15 hours of continuing education to maintain accreditation (seminars workshops, classes, meetings as designated by Colorado Dept of Human Services)
- Help with the organization of parties, programs, and special events throughout the year.
- Check supplies and give supply list to director to order.
- Help with the typing and distribution of monthly family newsletter.

Special Concerns:

- Work with classroom teachers on any special needs of individual children.
- Networking with other childcare professionals. Provide parents with referrals to specialists as deemed necessary.
- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner (Eric Kuang- 303-434-2322).

Finances:

- Assist with receiving, recording, and depositing tuition payments from parents.
- Send out tuition statements each week as directed by the director.
- Assist the director in monitoring classroom need and expenses.

Business:

- Keep parents informed and up-to-date on preschool policies and activities through parent newsletters and notes posted at the preschool.
- Communicate to director and the owner updates on all program happenings and center concerns.
- Publicize the preschool and maintain continuing public relations with the community.
- Keep an inventory of office supplies and order replacements as needed.
- Monitor use of the vans not to exceed a radius of 50 miles from the center pursuant to center's insurance policy restrictions.
- Confer with the director and the owner on regular basis regarding Centers Financial status.

9. Administrative Assistant to Director

Qualifications:

- Demonstrate education or training in office and practical experience.
- Exhibit enthusiasm and energy towards the children, staff, and preschool.
- Attend continuing education seminars/workshops as requested
- Present a pleasant welcoming greeting to all that call or enter the center. Lifting Requirements:
- The Administrative Assistant must be able to lift a child weighing up to 35 pounds without assistance.

Licensing:

- Assist with maintaining state standards in program, staff and facility.
- Work with director in maintaining licensing requirements
- Coordinate with the director to ensure that regular emergency drills are held monthly/quarterly as required by our Emergency Preparedness Plan
- Maintain staff and child records. Staff Supervision:
- Maintain pertinent staff employment and licensing records.
- Arrange for new employee orientation if requested by director
- Maintain staff/child ratios, assigning staff and children to classes as requested by director.
- Meet with each classroom to oversee supply purchasing monthly Registration:
- Assist with the registration of children throughout the year.
- Send information as requested to perspective parents regarding Sunset Academy.
- Make arrangements for tours and follow-up visits.
- Make available a registration packet containing all the necessary enrollment forms, parent policy information, and cost sheet for perspective families.

Program:

- Help with the organization of parties, programs, and special events throughout the year.
- Attend required classes as designated by Colorado Dept of Human Services
- Prepare and distribute supply lists forms for classroom orders.
- Help with the typing and distribution of monthly family newsletter.
- Maintain payroll change request book, attendance book and visitor log.

Special Concerns:

- Remain alert to signs of child abuse or neglect, reporting suspected cases to the director or the owner (Eric Kuang- 303-434-2322).
- Report to director any staff concerns that she (he) have observed. Finances:
- Assist with receiving, recording, and depositing tuition payments from parents.
- Send out tuition statements each week as directed by the director.
- Assist the director in monitoring classroom need and expenses.

Business:

- Work with the director to keep parents informed and up-to-date on preschool policies and activities through parent newsletters and notes posted at the center.
- Keep an inventory of office supplies and order replacements as needed.
- Monitor use of the vans not to exceed a radius of 50 miles from the center pursuant to center's insurance policy restrictions.