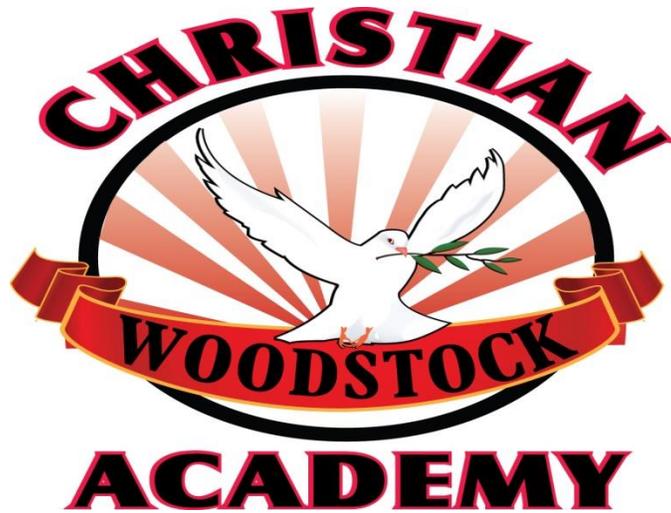




ACADEMY

Employee & Volunteer

Handbook



Woodstock Christian Academy Inc.

&

WCA Childcare

Employee & Volunteer Handbook

The WCA board of directors and the administration welcomes you and is proud to have you as a staff member or volunteer member of our team. Whether you are a new employee, volunteer or have been with WCA for some time, you are our most important and valued assets. We hope you feel comfortable with your work environment and with the people around you.

Good Luck and best wishes for a long and satisfying career with WCA. Share your passion for children daily and your rewards will be many!

Sincerely,

Sherry R. Clark

President of WCA Inc.

Employee & Volunteer Handbook

Welcome to Woodstock Christian Academy Inc. and WCA Childcare!

Woodstock Christian Academy is a model center of quality in education and childcare. As an employee or volunteer of WCA you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our ongoing professional development to help guide decision making and best practices. Be sure to always keep the code of conduct at the forefront of all decision making concerning children.

Woodstock Christian Academy Inc. Mission Statement

Woodstock Christian Academy Inc. Acknowledges its responsibility and accountability to God, in assisting parents in providing for their child's nurture, care and education in a non-denominational Christian environment. In conjunction with the family, WCA seeks to provide education and childcare that integrates Biblical truth with practical learning. Our purpose is to challenge, equip and grow the child to the maximum of their potential, employing qualified and caring staff, committed to Christian values in education and early childhood learning.

Woodstock Christian Academy Inc. Statement of Faith

The following is a statement of the Basic Christian conviction of WCA. It accurately represents the personal philosophy and faith of all staff and board members and will be the philosophical basis of teaching.

- 1) We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 2) We believe that the Bible is the unique, inerrant, inspired, authoritative Word of God.
- 3) We believe in the Bible's account of the Creation of the Universe.
- 4) We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and His ascension to the right hand of the Father and in His personal return to the world in power and glory.
- 5) We believe in the regenerative power of the Holy Spirit and spiritual unity of all believers in the Lord Jesus Christ.
- 6) We believe that you must be "born again" in order to enter the Kingdom of Heaven.
- 7) We believe this salvation is freely offered as a result of the substitutionary Death and resurrection of Jesus Christ.
- 8) We believe in the reality of heaven and hell.

Woodstock Christian Academy Inc. provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

- We foster Innovation.
- We embrace team work.
- We strive for excellence.
- We respect and support families.
- We commit to service at all levels.
- We respect and appreciate Diversity.
- We actively listen and seek to understand.
- We communicate openly and productively.
- We use resources creatively and responsibly.
- We abide by the laws set forth by the Province of New Brunswick.

Woodstock Christian Academy and WCA Childcare's vision is to be nationally recognized as an outstanding educational institution and childcare center.

At Woodstock Christian Academy, each child in our care will have a brighter day, every day!

Preface

We have prepared this handbook to provide you with information about our policies, rules and present benefits. Please set aside some time to become familiar with this handbook. It will be very helpful in answering many questions that arise. We recognise, however, that no handbook can answer every question. If you do not find an answer to your particular question in this handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the administrator or assistant administrator. We will be glad to help you answer every question.

Policies and Procedures

At Will Employment

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Woodstock Christian Academy Inc. and you as the employee. Since New Brunswick is an at-will employment Province, you are not under contract for employment. Thus, employment with Woodstock Christian Academy Inc. is not for a definite term. Woodstock Christian Academy Inc. or you may terminate employment at any time, for any reason or for no reason.

Statement of Policy

Woodstock Christian Academy Inc. strives for each employee or volunteer to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapped condition, color, creed, sex, or national origin. All employees and Volunteers of Woodstock Christian Academy Inc. are required to be in agreement with our policies, mission and statement of faith.

Woodstock Christian Academy Inc. guarantees fair treatment of all employees, WCA Inc. strives to maintain a work environment in which all staff and volunteers are free from harassment, and expressly prohibits any form of unlawful harassment of employees and volunteers and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, or the presence of handicap or disability. However, all employees must be physically able to safely supervise your children.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Woodstock Christian Academy will be based on merit, qualification and ability. Woodstock Christian Academy Inc. does not discriminate in employment opportunities or practises on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law. All employees and Volunteers of Woodstock Christian Academy Inc. are required to be in agreement with our policies, mission and statement of faith.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees or volunteers with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the administration. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

Provincial Guidelines

All staff and volunteers are expected to follow the guidelines set by the Province of New Brunswick on education and early childhood development. All staff and volunteers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate early education. Direct supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

Provincial child to supervisor ratios are important indicators of quality. Woodstock Christian Academy Inc. strives to keep these ratios at all times. Please be sure that you always adhere to the provincially mandated ratios. Make sure that you receive additional help when the number of children approaches over limit. Ratio adherence is a dual responsibility between supervisors and management. Never leave your group without any emergency assistance. Call the office for assistance when you need to leave the group and the total number of children in attendance is close to exceeding the ratio.

Confidentiality

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public areas such as lounges or hallways. This does not exclude off premise discussions and/or conversations. Follow this code of conduct and questions of major concerns should be forwarded to the administration. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Also strive to be supportive of our efforts by avoiding negative and malicious discussions about center issues. Together we can achieve great education and child care for our parents and children. Stay positive and focus on the needs of the children in your care.

Curriculum

Woodstock Christian Academy uses the "ACE" or Accelerated Christian Education curriculum for our core subjects. We use the ACE Kindergarten and ABC's with Ace and Christie for our early learning to read programs. We also use several elective courses from Christian Light Publications for our high school students. Our Childcare program also uses the New Brunswick Curriculum framework for early learning and childcare. These programs are used on a daily basis; which will provide all staff with the instructional guidelines necessary for developing age appropriate learning activities for children.

Accidents

All accidents must be reported immediately to the administration. Accident(s) reports must be written, signed by an administrator, given to parents, and copied for the child's file. Close supervision of children is the best antidote to accidents. Use risk management to keep the

environment safe and hazard free. Woodstock Christian Academy Inc. strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classrooms or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

Staff policies on dealing with cuts or injuries involving Blood

1. Immediately separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Apply first aid measures and send someone to locate the parents.
2. If other children come in contact with any of the blood immediately clean the area affected, and inform their parents.
3. For staff cleaning the wound, they are required to put on vinyl gloves (available in the first-aid kit) and bandage the injury, avoiding contact with any open wounds they have as well as their mouth, ears and eyes.
4. Carefully wipe up all blood and bloody bandages and throw away in a separate bag and dispose that bag immediately into the large waste bin.
5. Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.
6. Once clean-up is complete, the staff member must remove gloves, dispose of them safely, and wash hands thoroughly.

Provincial Licensing Rules and Regulations

All Staff is expected to be knowledgeable in the minimum standards for child care. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- All staff and Volunteers must be at least 18 years of age and have a high school diploma or equivalent.
- Each staff member must have current training in first aid with rescue breathing, choking and CPR for children.
- Each staff member must submit to a criminal record search from the RCMP including a search of the vulnerable sector.
- Each staff member must submit to a screening by the Provincial department of Social Development.
- Each Staff member must have pre-employment medical evaluation performed by their family doctor and must update these annually.
- Each staff member wishing to have a supervisory role must possess a degree in education or a certificate in early childhood education from a provincially recognized institution of learning.

Employee Policies

Weather Related Closings

Woodstock Christian Academy's childcare and afterschool programs will remain open during most severe weather even though classes at Woodstock Christian Academy may be cancelled for the day. The administration will monitor the weather to determine when it is appropriate to close the programs early or cancel care for the following day. In the event that WCA cancels its childcare and afterschool programs due to severe weather, parents will be contacted and informed. Children should be picked up in a reasonable amount of time to ensure all parents, children and staff can travel safely home.

Cell Phone Use

It is important that every staff member's attention remains on the students and children ***AT ALL TIMES***. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: **Cell Phones are not permitted in any of the buildings rooms.** Cell phones should remain turned off and stored while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of students or children, even while on an approved break.

It is expected that when leaving the building for any reason (walk, field trip, playground etc.), one staff member will carry with them a school radio or cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls and messaging.

In the event of an emergency, the staff member must inform both the supervisor and administrator or assistant administrator of the situation. In this case cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace a staff member, and outside of the classrooms. ***Ratios must be maintained at all times.***

Staff Meetings

All Woodstock Christian Academy employees are required to attend weekly staff meetings. Important information, procedures, and policies are introduced and reviewed at these meetings. Staff meetings are usually held on Monday's or Tuesday's. If a meeting is canceled, staff will be informed.

Grievance Procedure

As Christian Educators and childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the administration in resolving the conflict. As WCA is a Christian Ministry Organization, we expect that all issues arising from the

everyday operation of our programs be handled following the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles – always presenting a united front. Any issues that arise that cannot be handled at the administrator level will be referred to the WCA board of directors. The WCA board of directors will then handle the issue using binding arbitration to resolve all potential claims, disputes, or causes of action brought to them.

Supplies

All employees are responsible for reporting to the administration when supplies have been damaged or are running low so they can be replaced as soon as possible.

Smoking Policy

Cigarettes and smokeless tobacco products are prohibited on WCA's premises, including parking lots and outdoor play areas. Smoking is also not permitted in personal vehicles being used for the purpose of transportation of students and children and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended period of time. Staff members must wash hands after smoking and before returning to work.

WCA Medication Guidelines

If prescriptions/medication is to be administered at WCA, parents MUST sign a Medication Form. All medicines MUST have the child's name CLEARLY LABELED on the outside of the bottle and MUST be in their original container. The consent form will record the time and dosage to be administered. If the Medication Form is not filled out in full, giving specific instructions and signed, the medicine will not be administered. The dispensing of non-prescription medicines or herbal remedies, by WCA, without parental direction, is prohibited. WCA keeps all medicines in a locked container, which will be refrigerated and administered at the office by an assigned supervisor or the administrator. The only exceptions are asthma inhalers, which may be kept with the student if the doctor writes on the medication form that the student may carry their inhaler with them or the inhalers can be kept in the office. Please remember that aspirin, Tylenol, cough and cold medications, and medicated creams etc. are considered medications, so staff members are not allowed to administer these without the completed medication forms filled out & signed by parents and the administrator. All medication forms are kept on file in the office

Documentation of allergies

A child with allergies must have an allergy action plan posted in a visible location of the classroom. If the allergy is food related, an allergy action plan must be posted in the eating areas. All staff working with a child who has allergies must review the allergy action plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented on an incident report.

Pets and Visiting Animals

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for the age group considered. No animal may be brought without first notifying and receiving permission from the administration. All animals must have documentation that they have been fully immunized.

Parent Interactions

As employees of Woodstock Christian Academy you will become well acquainted with the parents of the children. This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

- Address parents by their first names.
- Talk with parents about an issue with their child only if you are not in the classroom with children.
- Never talk about concerns about a child in front of other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus only on the negative.
- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know". Instead, say "I'm not certain of the answer for that; can I get back to you?" then find the answer and reply to the parent as soon as possible.
- Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

Handling Parent Complaints

- Listen carefully. Many times a person just needs an opportunity to air his or her feelings and feel that they've been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence. ("You're upset that Johnny isn't able to stay awake for dinner and seems crabby at night.")
- State the changes you think the parent would like to have made. ("You would like us to make sure Johnny lies down for at least an hour every afternoon.")
- State what you will do to solve the problem. ("I will speak with the other staff and make a note on his chart to make sure the message reaches everyone.")
- Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. (I spoke with the other teachers last week; how are things going with Johnny? Did you notice a change?)
- If you were unsure how to solve the complaint, refer to the administration. ("I'm not sure how to answer that; the administrator may be able to better help you.")

Parent Teacher Conferences

Classroom employees are expected to conduct or attend scheduled parent teacher conferences. These conferences are scheduled four times a year. Copies of child progress reports are discussed with parents and kept on file in the office.

Field Trips

Woodstock Christian Academy offers a variety of experiences both here at the school and away from the building through exciting guest speakers and educational and fun field trips. Field trips are a creative way to enrich a theme and expand on a child's learning environment. All field trips must be approved by the administration in advance. All field trips require a parent to complete a "field trip permission form." These forms will be sent home well in advance of any planned field trip. Employees are encouraged and permitted to conduct short field trips during program hours such as trips to local playgrounds, area business's etc. Employee to child ratios must be maintained at all times.

Rules related to transportation:

- Children under the age of 12 are not allowed to sit in the front seat under any circumstances.
- Children under the age of six must be properly buckled in a CSA approved child seat or booster seat. Older children must be properly buckled in a seat belt.
- Doors are to remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall always exit the vehicle curbside unless the vehicle is in a protected parking lot or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to a vehicle, and upon returning to the building.
- When children leave the vehicle, **the vehicle must be checked to ensure no children are left in the vehicle.**

Employees or Volunteers who are providing transportation must be at least 21 years of age and have cleared all requirements outlined for service to young children.

Sexual and Other Unlawful Harassment

****Sexual harassment will not be tolerated in any way, shape or form.****

Woodstock Christian Academy Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident or other unlawful harassment should promptly report the matter to the administration. Employees can raise concerns and make reports without fear or reprisal.

Corporal punishment is the infliction of physical pain on a child as a means of correcting behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping or pinching a child. (This type of punishment will **not** be tolerated at all.)

Child Abuse Prevention Policy

The mission of Woodstock Christian Academy is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time. When those who are employed at Woodstock Christian Academy Inc. engage in any and all types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

Reporting Abuse and Neglect

All employees must report all actual or suspected child abuse of any child attending any of WCA's programs as soon as possible to the administration. Provincial law requires all caregivers of children to report any suspected abuse, failure to do so is a crime punishable under the law.

Gross Misconduct

Some offences are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior towards parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow the administration to handle the situation.)
- Neglect or physical abuse of a child
- Withholding food, nap or other comfort from a child.
- Failure to report to work three consecutive workdays without proper notification.
- Falsification of records. (i.e. employment application, employee records, payroll time sheets)
- Working under the influence of alcohol or illegal drugs.
- Smoking in prohibited areas.
- Conviction of a criminal offense while employed by WCA Inc.
- Fighting, threatening violence, boisterous or disruptive behavior in the workplace.
- Leaving children unattended. (inside or outside)
- Allowing a child to leave the premises with an unauthorized person.

- Sleeping while supervising children.
- Habitual absenteeism or tardiness without notice or unauthorized absences from work areas during the workday.
- Sexual or other unlawful or unwelcome harassment.
- Negligence or improper conduct leading to damage of employer – owned or customer – owned property.
- Insubordination that shows gross disrespect such as threatening, profanity, or yelling at the administration.
- Unauthorized use of telephones, mail system or other employer owned equipment. (Absolutely no cell phone use allowed in the center during work hours!)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer owned vehicles or equipment.
- Unsatisfactory performance or conduct.
- Sharing confidential information about WCA programs, the children, their families or any WCA employee.
- Promoting or sharing rumors or any negative information about WCA Inc. using any form of communication whether it is verbal or on social media.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the administrations discretion, violations may be followed by a warning, and/or termination of employment.

Please note: Severe offenses may result in **immediate** termination!

Employee Practices

Employee Status

Full Time employees have a basic schedule of between 30 and 40 hours per week.

Part Time employees have a basic schedule between 10 and 30 hours per week.

Staff Schedules

All staff schedules are posted in the office. Hours of work are subject to change by the administration to meet the needs of our families and programs. Any requests for days off must be given in writing **one week** in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available.

Time off/Absentees

Woodstock Christian Academy cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. WCA depends upon each employee and volunteer, and when one person is absent, a replacement must be found for the day. Thus absenteeism has a particularly disruptive effect on both WCA and the children attending our programs. Employees, who take excessive time off, or abuse the benefits of sick, personal or vacation provided are subject to discipline, up to and including termination.

Employees requesting leave related to any medical condition concerning the employee or family member **will be required to provide a physician's statement** verifying the condition, its beginning and expected end dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested at least **7 Days** in advance.

- Request for leave should be in advance for foreseeable events (at least 7 days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing to the administration. Requests will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to WCA's operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Applying in writing **does not guarantee** time off.
- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before an employee is scheduled to work. Even sooner if at all possible!
- Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if a problem arises.
- Employees are required to call the administration at (506)-328-8619 to inform WCA of any unscheduled absences. If the administrator is not available, the the assistant administrator must be contacted (number to be provided). Please try both numbers until the phone is answered. The following are not acceptable and could be cause for immediate termination:
 - (1) Leaving a message on the answering machine in the office.
 - (2) Calling or texting a co-worker.
 - (3) Texting or leaving a message for the director without talking to them directly on the phone.
- It is your responsibility to notify the administration personally **BEFORE** your starting time. State the reason for your lateness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of WCA's rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness. Failure to provide the requested information will result in termination.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the administration and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

- Without a doubt, working in an education and childcare environment can sometimes be very stressful. Please let the administration know if a situation arises where time is needed to regroup or even a “stress free” day off needs to be taken. Woodstock Christian Academy strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break or lunch leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- Any Employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, is guilty of neglectful supervision and will result in immediate termination. This action will cause us to mail the employee’s last paycheck on the next pay period and the employee will not be allowed to enter the premises again to pick up their pay from the office. This also applies to employees who simply do not show up for work and does not give notice of their decision to quit.
- If any employee plans to terminate employment with Woodstock Christian Academy, a two week notice in writing is required. If this procedure is followed, the employee’s paycheck can be picked up at the office during regular hours.

Time Keeping

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal law requires Woodstock Christian Academy Inc. to keep accurate records of time worked in order to calculate employee pay, benefits and deductions. Time worked is all the time actually spent on the job performing assigned duties.

Woodstock Christian Academy’s administration will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write in calendar. Employees are required to record the beginning and ending of all shifts, any split shifts or other departure from work for personal reasons on the time sheets provided.

Note: Altering, falsifying, tampering with time records, or recording time on another employee’s time sheet will result in disciplinary action, up to and including termination.

Overtime

Overtime is paid to employees for all hours worked in excess of **44 hours** per Monday to Friday work week. Overtime pay is one and one half times your regular hourly rate of pay and must be authorized by the administration. It is the employee’s responsibility to record time in and out on the time sheets provided. Any failure to do so may result in a delay in payment of wages due.

Orientation

All new employees are oriented to Woodstock Christian Academy's policies and procedures. This orientation will begin on the first day of employment and continue throughout the first 30 days. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or administration for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold WCA's expectations at all times.

The orientation program covers all of the following:

- Review of all WCA Inc.'s policies.
- Training in emergency procedures. (i.e. fire drill, lockdown, evacuation, use of fire extinguishers etc.)
- First aid procedures and location of all first aid supplies.
- Job responsibilities and any other duties assigned.
- Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling bodily fluids.
- Scheduling, time off request procedures, etc.
- Review of the child abuse and neglect laws and reporting procedures.
- The procedure for ensuring that all Woodstock Christian Academy employees know the children assigned to their care and their whereabouts at all times.
- Child Management techniques.
- The integrating of children with disabilities into our programs.
- Confidentiality policies.

Training

- 8 Hours of pre-service training must be completed by new staff without previous experience in a licensed childcare facility.
- All staff must be oriented in the requirements of WCA's childcare policies, the procedures to follow in handling emergencies and all emergency plans.
- All staff must obtain at least 15 hours of training annually, exclusive of CPR and first aid, selected from the following areas:
 - Child development
 - Care of children with special needs
 - Adult and child health
 - Nutrition and safety
 - Curriculum planning
 - Risk management
 - Identification and care of ill children

- Recognition of child abuse, neglect and sexual abuse and the responsibility of reporting any incidents
- Cultural diversity
- Professional development

Please Note: It is the responsibility of each employee to pay for any costs that may result from these trainings (full or part time).

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Woodstock Christian Academy uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Woodstock Christian Academy may end the employment relationship at any time during this period. After the introductory period, WCA may end the employment relationship with just cause to be documented and explained in a written notice.

All new and rehired employees work on an introductory basis for the first 90 days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Woodstock Christian Academy determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons to terminations are routine. Below are some examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the administration of Woodstock Christian Academy.
- Failure to report to work from break or lunch break.
- Failure to return from an approved leave without notifying the administration will be considered a resignation without notice.

Please Note: Such resignation will result in immediate termination, and will render the employee **Ineligible** for rehire by Woodstock Christian Academy in the future.

Outside Employment

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with Woodstock Christian Academy. All employees will be judged by the same

performance standards and will be subject to Woodstock Christian Academy's scheduling demands, regardless of any existing outside work requirements.

If Woodstock Christian Academy determines that an employee's outside work interferes with performance or the ability to meet the needs of our programs, as they are modified from time to time; the employee may be asked to terminate the outside employment if they wish to remain with Woodstock Christian Academy.

Please Note: Further more you cannot be employed by another School or childcare facility, as this will cause a conflict of interest in your employment at Woodstock Christian Academy.

Coaching and/or Disciplinary Action

You are expected to follow all policies and procedures for smooth operation and safety of the children enrolled in our programs. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching and supervising duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following:

- Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way Woodstock Christian Academy's right to terminate at any time, with or without cause and with or without advance notice.)

Personal Appearance

Dress, Grooming and personal cleanliness standards contribute to the morale of all employees and affect the image of Woodstock Christian Academy Inc. presents to parents, their children, visitors and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times.

All Employees should wear appropriate tops, pants, and comfortable shoes.

- Jewellery should be conservative, long chain necklaces should not be worn as they can present a hazard to younger children. Earrings should be small, conservative, and secure, to prevent children from grabbing them and pulling loose.
- Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities in the classroom as well as the playground the shoes worn should be appropriate for the situation. Open toed or open heel shoes are not recommended for safety reasons. (**Absolutely no flip-flops**)
- Clothing should be clean and in good repair at all times. You are hired to work with children in a variety of situations and at times being down on the floor at times is part of the job. Clothing must be appropriate to engage children in all types of activities throughout the day.

Jeans, shorts or Capri's are allowed; however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel. (All employees must wear their WCA logo shirts on designated days and can be purchased upon hire.)

Please note: Employees who report to work inappropriately dressed will be required to return home and return in proper attire. Under such circumstances, employee will not be compensated for the time away from work. If you have any questions regarding the dress code, please contact the administrator.

Professional Demeanor

Demeanor involves your manner and your non-verbal tone and gestures. At Woodstock Christian Academy every employee or volunteer must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- ***Pleasant Smile***
- ***Gentle Approach***
- ***Friendly greeting and conversation***
- ***Maintaining Professionalism***

Please Note: All employees at Woodstock Christian Academy will greet every parent and family with a smile to let them know that you are happy that their child is enrolled in our programs.

Performance Evaluation

Daily Support – Employees are strongly encouraged to discuss job performance and goals with the administration on an informational, day to day basis.

Coaching Meetings – Woodstock Christian Academy will also support all employees with on – going and regular coaching meetings to address any employment issues at which performance concerns may be addressed or on an as needed basis. These may also come in the form of staff meetings after regular work hours have ended. All employees are required to attend staff meetings when announced.

Six month reviews – Six month reviews are performed to measure individual performance of established objectives and personal growth goals for the next six month period.

Introductory Period Evaluations – A formal performance evaluation will be conducted at the end of employee's initial period of employment, known as the introductory period. (90 Days)

Formal Performance Evaluations – Additional formal performance evaluations may be conducted to provide the administration as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive and purposeful

approaches for meeting goals. The administration will be responsible for coordinating evaluations through the appropriate means for providing necessary support.

Visitors

A variety of visitors enter our building every day. All visitors must contact the office prior to being admitted to visit any areas where children are present. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children all employees must be aware if a visitor is in the building. Suspicious persons or activities should immediately be brought to the attention of the administration.

Staff Guests

All personal visitors should be scheduled during the employee's break time and restricted to lobby area until the staff member is available. If an employee's child, (who is enrolled in another classroom) wishes to see the parent, the needs of the parent's classroom take precedent.

Staff use of Telephone and Mail System

Calls for you or by you should be conducted either before or after your shift, or on a break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please inform the administration who will be happy to make other arrangements.

Note: This includes **NO** texting on a cell phone while in the classroom or while children are in your care.

Personal use of telephone for long distance and toll free calls is not permitted. There will be no personal phone calls while on duty in the building. WCA's telephone is for business purposes only. The children enrolled in our programs should have your full attention at all times.

To ensure effective telephone communication, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of postage paid by WCA Inc. for personal correspondence is **not** permitted.

Use of WCA Inc. Equipment

Equipment essential to operating our programs is expensive and sometimes difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Should there be damage to any equipment; it is the employee's responsibility to report it to the administration as soon as possible so the equipment may be replaced or repaired.

Employee Children (not enrolled)

All employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children up to age 12, may not stay in any classroom or remain unsupervised in the building. On planned school vacations, school age children (up to 12 years old) may attend WCA's program, for a nominal fee, provided space is available and arrangements have been made with the administration.

Employee Meals

Employee meals are to be eaten in areas where no children are present. You are to clock out for your lunch break unless otherwise authorized by the management to work through the lunch break. When the program is serving family style meals, staff is expected to participate by eating with the class during mealtime to model appropriate behavior, nutritional choices and manners. You are expected to only eat food that is offered to all children in your care while in the presence of the children. If you bring food from home or order out, please consume such food on your break or away from the children. You would not want someone to eat something that smells delicious in your presence and not offer to share with you. Always avoid drinking hot beverages around the children to avoid possible burns. Any beverages other than those of the children must be consumed from a closed container and kept away from the children. (Please remember to keep respect for all the children in your care.)

Staff Health Policies

All Employees of the school must wash their hands several times daily using the anti-bacterial soap provided at each sink area in the building. Employees must wash hands after using the restrooms, prior to handling any food and after treating any child with first aid. Anti-bacterial hand gel dispensers are located in several places throughout the building and must be used as needed.

Hand Washing Procedures

All employees of the school must follow the following handwashing procedures. Using the liquid soap provided at each sink location, lather and wash for at least 30 seconds with at least 30 washing strokes, including fingernails, backs of hands and between fingers. Rinse hands with hot running water, dry with paper towel, turn off faucet with paper towel then discard.

When to wash your hands:

- Upon arrival to the classrooms
- When changing from one classroom to another

- Before preparing or serving any food
- After eating food
- After Using the restroom
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after any sensory play (including water table play)
- After returning indoors from the playground
- After returning from a break
- After handling pets

When to wash the children's hands:

- Upon their arrival in any classroom
- Before they eat or drink any meal or snack
- After eating
- After visiting the restroom
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after any sensory play (including water table play)
- After returning indoors from the playground
- After handling pets

If children are too young to wash their hands by themselves, YOU must wash the children's hands. Older children should get into the habit of handwashing to stop disease from spreading. Remember: Children will learn by watching YOU.

Cleaning, Sanitizing and Disinfecting of Equipment

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in a school and childcare setting. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bathrooms, Kitchen counters, Dishes, and eating utensils are cleaned to remove dirt then sanitized. But some items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on the surface. Handwashing sinks, Table Tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in the school building. Bleach and water solutions may be used in several ways:

- Dipping the object into a sink or pan filled with the bleach and water solution then letting them air dry.
- Using paper towels soaked in bleach water solution to wash surfaces, then letting them air dry.
- Using spray bottles to thoroughly wet a surface, then allowing it to air dry.

All containers of bleach/water solution should be clearly labelled with the contents of the container and the date. *Example:* Bleach/water solution Dec 15, 2016. **Remember to keep all containers of cleaning and disinfecting products out of the reach of children.**

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach and water solution should be mixed every day. Unused bleach and water solution should be poured down the drain at the end of the day. Do not discard bleach and water solution where other cleaning chemicals are used. **Do not mix household bleach with other household chemicals such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.**

Sanitizing:

When using bleach and water for sanitizing dishes, eating utensils or toys, a weaker bleach and water solution may be used.

- **1 teaspoon of bleach to 1 quart of cold tap water**
- Dishes, eating utensils or toys should be submerged in the bleach and water solution for at least one minute then allowed to air dry. Food preparation and food service items should never be towel dried.

Disinfecting:

Use a stronger bleach and water solution on tables, hand washing sinks, toilets and other surfaces that need disinfecting. Use the following recipe to mix bleach and water for disinfecting.

- **¼ cup household bleach to 1 gallon of cold tap water OR**
- **1 tablespoon bleach to 1 quart of cold tap water**
- **Allow the surface to remain wet for 2 minutes**

Daily Employee Health Policy

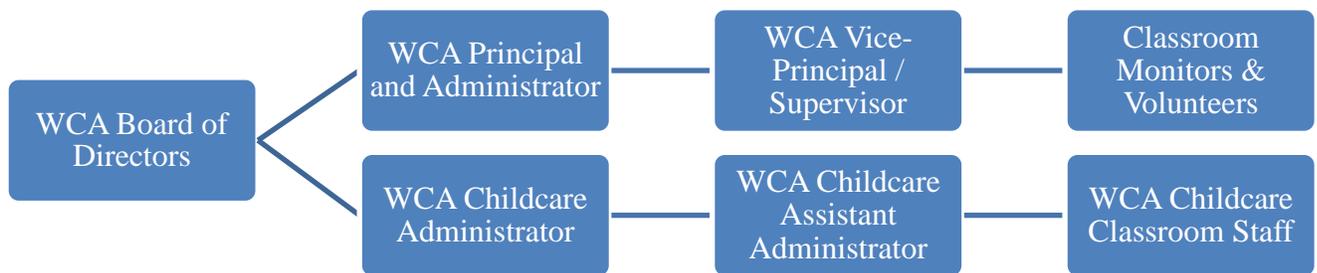
All WCA staff is expected to practice good hygiene practices and follow provincial immunization guidelines. If a staff member is sick or has become infected with an illness that could be contagious, they must notify the school office immediately and remain at home until the illness passes or are cleared by a physician to return to work. This includes but is not limited to: fever, diarrhea, vomiting, rash, flu like symptoms, conjunctivitis, head lice, scabies, impetigo, strep throat, chicken pox, pertussis, mumps, measles, symptoms of the common cold etc. If you as an employee experience these conditions listed above, we must make all parents who have children enrolled in any of our programs aware that a possibly contagious or communicable disease has been introduced into the school. If a communicable disease has been found to have entered into any of our programs, depending on the severity of the condition we may be required to inform The NB department of public health. So the sooner we know an employee is ill, the better.

Staff Medicals

Each employee of Woodstock Christian Academy Inc. that works in any program involving the care of children, (i.e. the afterschool program) must have a pre-employment medical evaluation filled out by their family doctor. These evaluations are kept on file and must be renewed annually. This does not include employees who only work in the full time grade school aspect of our ministry.

Staff Duties and Job Descriptions

Administrative Structure



WCA Board of Directors – The board of directors is responsible for maintaining the vision of the founders of the school ministry and to provide direction and oversight in the operation of the ministry as a whole. They are responsible for approving financial budgets, changes in policy and strategic planning for growth.

Grade School Ministry

WCA Principal / Administrator – The Principal and School administrator is responsible for the day to day operation of the school ministry of Woodstock Christian Academy Inc., this includes the business side of operating a school ministry, banking, payroll, parent grievances, maintaining school records, is the building trustee, (person designated to maintain the building) and implementing policies as outlined by the board of directors.

WCA Vice Principal / Supervisor – The Vice-Principal is responsible for the day to day operation of the classroom, scheduling monitors and volunteer shifts, scheduling field trips, scheduling chapel services, Scheduling student supervision rotations, Scheduling school family events, administering tests to students, conduct student academic reviews, conduct parent teacher conferences, administering curriculum to students, providing academic help to students.

Classroom Monitors / Volunteers – The monitors and volunteers are responsible for assisting the supervisor in any duties delegated to them, classroom duties such as supervision on playground and lunch room, providing academic help and tutoring, cleaning and maintain supplies for the classrooms.

WCA Childcare Ministry

WCA Childcare Administrator- The childcare director is responsible for the day to day operation of the childcare program. This includes employee hiring, training, parent relations and implementing policies set forth by the board of directors.

WCA Assistant Childcare Administrator – The assistant administrator is responsible to assist and support the director in the daily operation of the programs. He/She is responsible for developing schedules for staff members, recruit new staff and provide orientation. Audit and update personnel and enrollment files annually. Conduct formal and informal observations to evaluate staff. Administer parent surveys and review parent feedback. Review and edit staff and parent handbooks annually. Conduct building tours and provide information to prospective parents. Substitute in classrooms as needed.

WCA Childcare Classroom Staff – The classroom staff is responsible to plan and implement development appropriate curriculum and activities including weekly themes. To be responsible for rotation of toys and equipment on a regular basis. Provide a safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Assess all areas of development of children using the curriculum provided. Develop and maintain portfolio of each child they work with. Cleaning and sanitizing of their particular classroom.

WCA Grade School Employees Arrival & Departure Duties

Arrival

All staff members and volunteers are expected to greet each child and parent by name upon their arrival in the building. Arrival is the opportune time to how the child's night went, what they had for breakfast, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member, all staff and volunteers should be checking for signs of illness, unusual behavior or injuries.

Departure

During the enrollment process, each family completes an “Emergency Contact & Parental Consent” form. This form provides authorization for select individuals to pick up children from the building. If you are not familiar with the person attempting to pick-up a child, you must request identification and check the “Emergency Contact” form on file. Or check to see if the Administration has received word from parents that someone may be picking their child up that is not on the contact form. No child is to be released to an unknown party under any circumstances.

WCA Childcare Afterschool Programs Arrival & Departure Duties

Arrival

All staff members and volunteers are expected to greet each child and parent by name upon their arrival in the building. Arrival is the opportune time to how the child’s night went, what they had for breakfast, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member, all staff and volunteers should be checking for signs of illness, unusual behavior or injuries. If a child is to arrive by school bus to our programs, a WCA employee must meet the school bus at the bus stop and escort the child to the building.

Departure

During the enrollment process, each family completes an “Emergency Contact & Parental Consent” form. This form provides authorization for select individuals to pick up children from the building. If you are not familiar with the person attempting to pick-up a child, you must request identification and check the “Emergency Contact” form on file. Or check to see if the Administration has received word from parents that someone may be picking their child up that is not on the contact form. No child is to be released to an unknown party under any circumstances. At the end of the day, all staff must check the attendance book to verify all children have left.

Late Pick Up of Children

Woodstock Christian Academy charges a late fee of \$2.50 for every fifteen minutes a child is present past 6:00 pm unless arrangements have been made for use of the extended care program for that day. If a child is picked up after 6:00 pm, please make a note on the attendance book and inform the administration as soon as possible. If parents do not arrive by 6:00 pm to pick up their child, attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick up persons. If you are unable to reach the authorized pick up persons, please notify the administration immediately.

Daily Duties For WCA Childcare Programs Staff

Morning Duties

Make sure all doors are open and lights turned on, Mix new bleach and water solutions, put away sanitized toys and other items, straighten shelves and classroom areas, re-stock supplies such as soap, paper towels, toilet paper, wipes, etc.; and complete room setup for the activities and lessons for the day.

Noon Duties

Supervision on playground (weather permitting), sanitizing toys or other items needed, cleaning tables/chairs/floors, curriculum planning, washing dishes and complete daily activity sheets for children, and prepare for the afternoon.

Afternoon Duties

Wash or spray toys that have been used by children with bleach and water solution and allow to air dry, take trash outside to dumpster, sanitize trash cans, replace trash bags, put toys and equipment away, check outdoor playground for equipment that needs to be put away, sanitize tables, chairs and shelves, wash dishes, empty bleach solution, vacuum carpets, check thermostats in winter for correct temperature, turn off all lights, lock all doors after the last parent leaves for the day.

Employee Payroll

Paychecks

Paychecks are distributed weekly at the end of Friday's work period. The Administration will distribute your check to you by six pm or earlier if conditions allow. *** (Pay dates are subject to change depending on the needs of the school) ***

Payroll Deductions

Federal and Provincial law requires that WCA Inc. take certain deductions from your weekly paycheck. Among these deductions are Federal and Provincial Employment income tax, CPP, and Employment Insurance.

How does this work?

Woodstock Christian Academy Inc. deducts Federal and Provincial employment income tax according to the most recent published Canada Revenue Agency tax tables. WCA Inc. matches dollar for dollar the amount deducted for the Canada Pension Plan and contributes one and a half times the amount deducted for Employments Insurance. All these are remitted to the government on a monthly

basis according to law. If you have any questions regarding deductions or how they were calculated, please contact the administration.

Administrative Pay Corrections

The administration of Woodstock Christian Academy takes all reasonable steps to ensure that all employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday by the end of each employees work day. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the administration so that corrections can be made as quickly as possible.

Employee Check Loss Policy

If an employee loses his or her paycheck, WCA Inc. will put a stop payment on that check and will rewrite another check for the same amount minus a \$25.00 deduction (to compensate for the \$25.00 stop payment fee the bank charges this institution.) It is the employee's responsibility to keep track of his/her paycheck and deposit it within a reasonable amount of time.

Employee Benefits

WCA Program Benefits

Full time employees of WCA inc. are eligible for a discount in enrollment in any of WCA Inc. programs. Enrollment will be offered as space allows within our legal occupancy and staff to child ratio. All staff parents must adhere to the same enrollment and attendance policies that regular families observe and the child must be the natural, adopted or step child of the employee or they must have legal guardianship of the child to qualify.

Maternity / Paternity leave

For Information on Maternity or Paternity leave from our programs please contact the Administration.

Vacation Pay

An Employee's vacation pay is calculated at 4% of the employee's gross weekly wages. This can be paid out upon at least one week's written request. All vacations must be requested in writing to the administration. Please note: Vacation requests will be granted on the basis of the program's needs, submitting a request does not guarantee that it will be granted. Leave of Absences without pay must also be requested and may be granted if coverage is available.

Paid Holidays

Woodstock Christian Academy grants paid holidays for full time staff on the following days: New Year's Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. These holidays are paid only to employees who have completed their introductory period of employment.

Sick Leave

Sick leave provides time off for employees who are ill. Full time hourly employees are entitled to (2) paid sick days per calendar year. An employee must submit a physician's note to request payment for sick days. Unused sick days expire at the end of the calendar year and cannot be carried forward.

Bereavement Leave

Bereavement time will be paid to any full time employee for up to three consecutive days for scheduled time lost due to the death of an immediate family member, including parent, spouse, child, brother, sister or a spouse's parent.

Employee Acknowledgment Form

I acknowledge that I have received and read the Woodstock Christian Academy Inc. employee policy and procedures handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with Woodstock Christian Academy Inc. is at will and may be terminated by the administration of Woodstock Christian Academy for any reason with or without reason. I understand that nothing in the personnel policies and procedures handbook or in any oral statement or representation by any employee or representative of Woodstock Christian Academy Inc. Shall be deemed to create a contract of employment or any other modification of the at will employment relationship. I also understand that any or all of the provisions contained in the employee policy and procedures handbook may be modified, amended, or eliminated by Woodstock Christian Academy Inc. at any time with or without notice.

Employee Signature: _____ Date: _____

Employee Social Insurance Number: _____

WCA Inc. Administrator: _____ Date: _____

