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Hoboken Day Care 100 Personnel Policy Manual



Hoboken Day Care 100
124 Grand Street
Hoboken, NJ 07030
Hobokendaycare100.com

Program Objectives:

We believe that a high quality early childhood program happens in a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of young children and responds to the needs of families. While we recognize that children grow in predictable states, we treat every child as an individual. We work from the level each child has attained and move forward one step at a time. The guiding force of our program is the application of good child development practices to help enhance the experiences of the children attending our program.

Service to Children and Families:

The Hoboken Day Care 100 program is a federally funded private non-profit daycare service for the children of Hoboken residents, infants through school age. The daycare operates year-round. The hours of operation are 7:30am until 5:30pm, Monday through Friday with available After Care services until 6:00pm. The daycare is closed for 18 days per year (holidays and training days). Families are eligible for childcare services in accordance with income guidelines established by the New Jersey Division of Children and Families.

Equal Employment Opportunity Statement:

It is the policy of the Hoboken Day Care 100 program to provide equal employment opportunities in all respects of the employment relationship including recruitment, hiring, training, compensation and on-the-job treatment of employees including discipline. The Hoboken Day Care 100 program will not discriminate against applicants or employees with regard to race, color, sex, sexual orientation, age, religion, national origin, disability, marital status or military service, or any other legally protected classification.

General Practices Relating to the Hiring Process:

Prior to first day of employment:

1. All new staff must submit an application for employment. All references noted on the application will be checked. Two written references are required within one month of hiring.
2. All staff are required to submit to the Executive Director a physician's evaluation including written documentation of the results of a recent (within 12 months) Mantoux Tuberculin skin test and a statement from a licensed physician indicating that the staff member is in good health and poses no risk to the center and can meet the physical demands (with reasonable accommodation) of working with babies and young children.

3. In accordance with current immigration and naturalization regulation, all staff must fill out an INS Form 1-9 and provide proof of work authorization to the Executive Director. A passport, Social Security card, birth certificate and/or driver's license with a photograph are acceptable. All staff must complete a W-4 form and submit it to the administrative staff.
4. Any applicant who is under 18 years of age must provide the Executive Director with either a New Jersey State Department of Education Combined Certificate Form (A300) or a regular Employment Certification (A66B) working papers.
5. All newly hired staff are required to attend a new staff orientation meeting with the Executive Director or Head Teacher where they will review and sign various personnel policies and procedures.
6. Any misrepresentation or false statement submitted in the context of the application process may be considered cause for dismissal subsequent to hiring.

Selection of Personnel:

Selection of staff consists of an interview with the Executive Director, verification of previous employment and of the information submitted by the candidate on the application for employment, review of the two (2) reference letters and, possibly, an onsite observation of the candidate's interaction with children. Candidates who are selected for work at Hoboken Day Care 100 program will participate in a four month paid Work Test Period. Candidates who successfully complete the Work Test Period may be invited to continue their employment with the Hoboken Day Care 100 program.

Conditions of employment are such that the employee can be moved into any room within the daycare should there be staffing level changes or enrollment changes. If enrollment reaches a point where the center has excess staff, employees will be laid off in the order in which they were hired beginning from those hired most recently and/or based on any reprimands in the employee's file.

Work Test Period:

With the exception of temporary staff, all newly hired staff shall be employed subject to the successful completion of a four month long Work Test Period. During the Work Test Period employees are not eligible for paid sick days (unavoidable absences for illnesses are permitted, of course) or vacation days. New employees must physically be present and working for four months to complete the Work Test Period. If an employee shows excessive lateness or absenteeism during the Work Test Period they will be dismissed from employment.

During the Work Test Period employees will be paid for holidays in accordance with the amount of days they work per week or if there is a temporary (less than a two week

period) emergency closing of the center. In the event of a long term closure any employee still on their Work Test Period will be laid off until the center reopens.

The Director shall evaluate the performance of the employee during the Work Test Period. If the employee is employed beyond the Work Test Period the employee's anniversary date of employment will be the first day of the Work Test Period.

The successful completion of the Work Test Period should not be construed as a contract or as guaranteeing any employment for any specific duration or as establishing a "Just Cause" termination standard. New Jersey is an "At Will" employment state and employees may be terminated, if necessary.

Conduct and Policies

The following conduct is specifically prohibited on the job and is representative of misconduct which will subject the individual involved to appropriate discipline, up to and including discharge:

The reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing or possession of such substances on the premises of the child care center.

The use of profanity or abusive language. Yelling, screaming or otherwise disparaging children or staff will not be tolerated and may be cause for immediate dismissal.

The possession of firearms or other weapons on the premises of the child care center.

Copying without authorization, falsifying or altering any record or report of the Hoboken Day Care 100 program.

Any form of sexual harassment of employees, parents or children.

Any form of child abuse or neglect including sexual abuse.

Use of inappropriate discipline with children.

No sleeping on the job. No lying down. No blankets.

Inappropriate conduct on social media as stated in the Social Media and Technology Policy.

Failure to adhere to these personnel policies or any policies applicable to staff of the Hoboken Day Care 100 program.

Please become familiar with the following policies and procedures which are to be kept for your reference in the blue three ring binder in the Director's office and the Administrative office.

Prevention of Child Abuse/Neglect Policy

Child Release Policy

Child Discipline Policy

Child Expulsion Policy

Feeding Children Under 18 Months of Age Policy

Impaired Escort Procedure

Information to Parents

Child Injury and Illness Policy

Late Pick-Up Procedures

Management of Communicable Diseases Policy

Toileting Procedures

Supervising and Tracking Children

Group Size Limits and Primary Caregiver Responsibilities

Evacuation/Lockdown/Emergency Procedures

Medication Administration Policy

Safe Sleep Practices

Preventing Shaken Baby Syndrome and Abusive Head Trauma

Safe Handling of Infant Bottles/Appropriate Bottle Feeding

Active Supervision Policy

Methods of Parental Notification

Technology and Social Media Policy

Productive Work Environment:

The Hoboken Day Care 100 program will not tolerate verbal or physical conduct by any employee which is rude or harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. Each staff member in a position of supervision has a responsibility to maintain a workplace free in any form of harassment, while all forms of harassment are prohibited, sexual harassment is specifically prohibited. Supervisors shall conduct "rounds" in each classroom after the Director and Office Manager leave for the day. Their rounding notes shall be given to the Director for follow up.

EEOC Guidelines on Sexual Harassment:

The Equal Employment Commission has issued guidelines forbidding sexual harassment of employees by their supervisors and other employees. While the Hoboken Day Care 100 Program prohibits all forms of discrimination and harassment, the uniqueness of sexual harassment requires special attention by supervisory personnel.

The EEOC's guidelines provide that sexual harassment is a violation of law and that such unwelcome behavior may either be verbal or physical in nature. The following three situations determine whether an action would be considered unlawful behavior.

a)When submission by an employee is either an explicit or implicit term or condition of employment.

b)When submission or rejection by the employee affects employment decisions concerning the employee.

c)When sexually-oriented physical or verbal conduct has the purpose or effect of substantially interfering with the individual's work performance or of creating a hostile or offensive environment.

Sexual Harassment Policy Statement:

It is the policy of the Hoboken Day Care program to prohibit any harassment of employees because of their sex. Any employee who feels that he or she is experiencing harassment on the job because of gender or who feels that he or she is experiencing discrimination on the terms or conditions of employment because of gender should be aware that the following procedures should be utilized:

1. The employee should immediately report the matter directly to the Director. If this is not appropriate the matter should be reported to the Head Teacher, Administrative Assistant or a member of the Board of Directors.
2. The person receiving the report of sexual harassment or discrimination will initiate an investigation of any and all complaints made. To the extent possible, the complaint will be kept confidential and only those staff members in the "need to know" will be informed of the substance of the complaint so a thorough investigation may be completed.
3. Following the investigation, the Director or other appropriate administrative staff shall review the facts and results of the investigation with the Board of Directors and determine how the complaint should be resolved.
4. Also, after the conclusion of the investigation, the complaining party's Director will meet with the complaining party to discuss the results of the investigation. If the employee is still not satisfied, the employee will be afforded the opportunity to submit a written statement of his or her position for inclusion in his/her personnel file and may forward a copy of the statement to the Board of Directors.

Any staff found to have engaged in retaliation against an employee who has registered a complaint of sexual harassment or discrimination in good faith under this procedure or retaliation against any employee for assisting in the investigation of any complaint registered through these procedures will be subject to immediate disciplinary action up to and including dismissal.

Smoke Free Workplace Policy

The child care center of the Hoboken Day Care 100 program is a smoke free workplace. If staff chooses to smoke they must do so on their meal break or other break and must not do so in any part of the building. Staff should not smell excessively of smoke when working with children.

Personal Appearance:

Staff are expected to dress in a manner that is tailored to the safe and effective performance of their jobs. Staff will be issued uniform tops and/or t-shirts embroidered with the center's name as soon the work test period has ended. These tops are to be worn by all employees; no exceptions. The uniform tops are property of the center and must be returned to the center if your employment ends. These shirts should be kept clean and in good condition to help promote a professional looking work environment. Suggestive attire such as low-cut tops, revealing clothing, tight-fitting clothing, revealing bike shorts, see-through clothing, excessively tight pants, etc. are not permitted to be worn. Shoes should be comfortable and of low heels. No sandals in the center. Slides can be worn with socks only. No bare feet. No open toed shoes at all. Booties or socks shall be worn in the infant classrooms at all times. Nails shall be kept to a reasonable length in all classrooms. Anyone whose appearance is not conducive to these policies shall be sent home to change. If the staff member refuses to change their clothes they shall be sent home without pay and will receive a written notice of reprimand in their file. Repeat violations of the Personal Appearance policies will result in dismissal.

Employee Conduct

Hoboken Day Care 100 is a professional child care business. As such, we expect all employees to conduct themselves in a manner that reflects the business.

While all employees are expected to be friendly with parents/guardians and families, employees are not to speak of other children to those families, speak ill of the center or other teachers at the center or any other conduct that could be considered unbecoming to the center. Examples include: illicit drug use posted to personal Social Media, posting of center children to personal Social Media, employee arrest/conviction, video posted to Social Media that shows conduct unbecoming of an employee. Disclosing an arrest/conviction does not automatically impact an employee's eligibility for employment with the center. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.

Parent/Teacher relationships are encouraged but must remain professional.

Employees are to share the workload in the classrooms.

Employees are to be cordial and friendly to one another to help facilitate the smooth running of the center.

Employees are not to engage in gossip or personal conversations that may otherwise make other employees or families uncomfortable. Being friendly to one another is necessary-idle gossip and lengthy talks of personal issues/events/etc is not permitted.

Watch the volume of your voice and use professional language.

If there is an issue with a child please speak to Suzanne so she can address it with the parents.

Foul language will not be tolerated.

Earpieces such as headphones, earbuds, etc are not to be worn at all while working.

Cell phones should be placed on the chargers in the classroom and should not be on your person. Your attention needs to be on the children in your care.

Staff are assigned to specific classrooms and should remain in those rooms unless otherwise moved by administrative staff for coverage. There should be no mingling between rooms or hanging out in other rooms at any time.

Children are to remain in their assigned classroom unless administrative staff move them to another room. Children are not to be brought to other classrooms to "visit".

Personnel Files: The Hoboken Day Care 100 program maintains personnel files on each employee. These files shall contain documentation concerning various aspects of the employee's tenure such as vacation and sick time accrued or credited; documentation relating to the employee's performance; disciplinary warnings; and other pertinent information. The information kept in the files is confidential. Any staff member may review his/her personnel file following written notice provided to the Director.

Classification of Employees for the Purpose of Overtime:

Non-Exempt Employees are eligible for overtime wages. Non-Exempt Staff are those employees whose functions are not characterized in New Jersey Wage and Hour

Statutes and Regulations as exempt from overtime. Such employees are paid on an hourly basis and will receive premium pay at the rate of one and half their regular hourly wage for each hour of time worked in any given workweek in excess of 40 hours. Written or verbal permission must be obtained by the Director before an employee works overtime.

Exempt employees are not eligible for overtime. Exempt employees include executive, administrative and professional employees performing a function specified in the New Jersey Wage and Hour Statutes and Regulations as exempt from overtime. Exempt employees are not subject to pay for overtime (any hours worked in excess of 40 hours in a given workweek).

Hours Worked:

1. The hours of work at the Hoboken Day Care 100 program are 7:30am to 5:30pm. With the exception of After Care staff. Staff shifts cover the regular working day so that the appropriate adult/child ratio is maintained at all times.
2. Exempt employees (salaried employees) are paid on the basis of their overall responsibility and job performance rather than on the number of hours worked. Exempt employees are expected to devote whatever time necessary in addition to their regularly scheduled workweek in order to fulfill the responsibilities of their positions.
3. The regularly scheduled workweek of non-exempt staff varies from position to position. The regularly scheduled workweek of non-exempt staff shall not be longer than 40 hours per week with the exception of overtime worked.

Meal Breaks:

1. All employees who are regularly scheduled to work 30 or more hours per week are entitled to a one hour (60 minutes) unpaid lunch break during each daily working shift. While we will make every attempt to keep these breaks consistent and at the same time each day, if an employee is floated to another room for coverage or absences occur breaks can be changed to accommodate those situations. Staff do not dictate when their breaks occur. The Director of Office Manager shall manage scheduling staff breaks as necessary. Staff who have been granted permission to leave early shall first consult with the Director or Office Manager before being given permission to work through their lunch break.
2. Employees regularly scheduled to work between 16 and 29 hours each week are entitled to 30 minutes of unpaid lunch break during each daily working shift.
3. Employees regularly scheduled to work fewer than 16 hours each week are not entitled to a break.

4. The break room is available on a first come, first served basis as space is limited. Chips and cookies are provided for staff. A water cooler is available in the kitchen. Staff who utilize the break room shall clean up their messes and wipe down the table after each meal.

Recording Time Worked:

1. All staff must keep track of their time using their issued time card.
2. If any non-exempt employee works in excess of 40 hours in any workweek, that employee shall be paid premium pay (one and half times the employee's hourly rate) for overtime hours.
3. All instructors are required to meet with parents from time to time. Time spent by staff in parent meetings should be reflected on weekly time records and shall be added to the total time worked during the workweek for purposes of overtime calculation if approved by administration.
4. In the event that a staff member provides voluntary services toward a project such as a fundraiser sponsored by the Hoboken Day Care 100 program, that employee will not be compensated for his/her voluntary service nor will such services be considered "time worked" for overtime purposes.
5. If you lose your time card you must pay \$25 for a replacement by the following pay day.

Attendance and Punctuality:

1. Punctuality and regular attendance are essential for the program's success and for a positive performance evaluation. Two latenesses in two pay periods (any lateless of more than 10 minutes in length from your assigned start time). If arriving late, you must call or text the director to let her know you will be late. If you surpass two latenesses in two pay periods, the next time you arrive late you will be docked a full half hour and asked to remain in the break room.
2. Any lateness coming into work and/or coming back from your lunch break of more than 5 minutes will result in the payroll system docking your pay for 15 minutes.
3. Absentee records will be kept by administrative staff and the Director. If you know that you will be late or absent on a given day you must let the Director know by 5:00am the latest of the day in question but preferably earlier. Afternoon staff must inform the director by 10:00am of the day in question.
4. Authorization must be requested from the Director to leave early/come in late on a given day and the time worked must be reflected in the time records for that day. Those choosing to leave early/come in late must use sick/vacation days to cover those absences. ***No one will be permitted to take no pay on days they***

leave early/come in late. You must apply your sick/vacation time if you need to come in late/leave early. No employee will be granted time off if another employee has already requested that time in advance and was approved by the Director.

5. No employee should make appointments during their designated lunch break unless they can guarantee they will be back within the allotted hour.
6. Absences for sickness, vacation or holidays will be considered as “time worked” (for the hours regularly worked that day by the employee) in any workweek for the purposes of overtime calculations only.
7. Employees must make every attempt to schedule necessary appointments after 4 pm. Allowances for leaving early/coming in late will be made on a case by case basis and must be brought to the Director ahead of time.
8. If employees are missing their time cards twice in a month they will be sent home without pay. .
9. Employees who work less than their full time hours weekly(those attending school and working only four full days) will be paid 6.5 hours for holidays. All other full time staff shall receive 8 hours for holiday pay.

Training:

Three times a year the center will have training days set aside for staff. These trainings can either take place in person or virtually. All staff must attend these training sessions if they are to be in person. Additional training including yearly re-training on policies and procedures are mandatory.

Compensation:

It is the practice of the Hoboken Day Care 100 program to compensate staff competitively with similar local non-profit child care organizations. However, due to the fact that the program is dependent on federal and state funding sources, annual salary increases are not automatic. Federal/State Minimum Wage laws are in effect.

Compensation Practices:

1. The Hoboken Day Care 100 program will withhold from the salaries of full and part-time employees those taxes required by federal and state law, such as FICA and New Jersey State Unemployment and Disability Insurance Taxes.
2. All staff will be paid on a bi-weekly basis for the two weeks ending on the previous Friday.
3. A salary review will be conducted before the end of the fiscal year by the Director and the Board of Directors. The fiscal year of the Hoboken Day Care 100

program commences on the first of July and ends on June 30th. Salary increases, when given, shall be at the discretion of the Board of Directors.

Cash Advancements and Loans to Employees:

The Hoboken Day Care 100 program will not entertain any request for advancement of wages other than vacation pay, nor will it grant loans to employees.

Workmen's Compensation:

Any employee who suffers personal injury arising out of and in the course of employment with the Hoboken Day Care 100 program shall be paid compensation in the manner and to the extent provided by the New Jersey Workmen's Compensation laws.

Unemployment Insurance:

The Hoboken Day Care 100 program participates in the unemployment insurance program of the State of New Jersey. The cost of this protection is paid jointly by the employee through withholding and by the employer as specified by law. If you voluntarily terminate your employment without proper notice of at least two weeks your unemployment benefits will be challenged by the employer. When interviewed by the Department of Workforce and Labor the employer will use personnel records and anecdotal notes on employment history, work performance, etc. and answer questions regarding eligibility as truthfully as possible.

Time Off Benefits-Holidays and Personal Days:

Program holidays/training days are those days during the fiscal year when the center will be closed to children. The Board of Directors along with the Director shall designate the holidays each year for the following fiscal year. Staff will receive their regular pay rate of wages for those days which are considered "paid time off" with exception of staff who do not work the full five days per week. Time worked for holidays/paid time off is calculated at 8.0 hours per day with the exception of four days per week staff who shall receive 6.5 hours per holiday/paid time off. During the Work Test Period employees are eligible to receive paid holidays. If an employee is absent from work on the day before or the day following a holiday they will not be paid for the holiday. In addition, an employee is only permitted to be absent from work one day in a week leading up to or containing an individual holiday or holiday week. Employees who are absent two or more days or work less than four days before and after a holiday will not be entitled to any holiday pay. If an absence is due to the employee's hospitalization or death in the family, that will be considered a special circumstance and will be handled at the

discretion of the Director. In addition to dates which coincide with holidays, each year, there will be blackout dates where employees will not be permitted to apply for time off/vacation. December 15th-December 24th and the month that the center is due for re-inspection by the Office of Licensing which occurs every three years.

Sick Days:

1. With the exception of during an employee's Work Test Period, all full time staff employees shall be entitled to a total of 8 working days during the year as paid time off due to illness of the employee or a member of the employee's family. Director/Office Manager shall receive 15 sick days beginning at time of hire.
2. With the exception of during the employee's Work Test Period, part time employees shall be entitled to sick days in proportion to time worked up to 5 total sick days.
3. Employees who do not use all of their sick time by their anniversary rollover date will be paid out for up to 5 days of time at the pay rate of one and half times the employee's regular hourly salary.
4. Employees requesting authorization for three or more successive sick days will be required to submit an explanation from a medical health professional.
5. Prior to returning to work after more than three sick days employees may be requested to submit a statement from a medical health professional stating that the employee is capable of returning to work and resuming his/her duties and does not pose a threat to any persons in the child care center.
6. Employees who have worked consecutively for four or more years will receive 12 new sick days as of July 1st of each year which will then become their new work anniversary. All others will continue to receive their days as of their regular work anniversary until they reach their four year work anniversary.
7. Employees may not use vacation days as sick days.
8. If you have utilized all of your time (vacation and/or sick time) you will only be permitted two (2) no pay days. If you go beyond those two no pay days you will be terminated. The center can no longer allow excessive time off without compromising safe ratios in the classrooms.
9. The federal government no longer requires companies to pay employees for Covid related illness where employees are required to stay home from work. Please be sure to reserve some time just in case you need to use it for Covid related illnesses or other unexpected illnesses.

If the Director and Office Manager have excess sick days left by the end of fiscal year (June 30) they will be paid out their regular rate of pay up to 10 days or more at the discretion of the Board of Directors.

Vacation:

1. Vacation time is accrued each month of service following the Work Test Period.
2. Vacation time may be taken "up front".
3. Employees requesting vacation must fill out a vacation request form (located in the break room) to the Director at least two weeks in advance of the requested vacation. Requests for only one or two consecutive days of vacation must be submitted to the Director no later than a week before the requested vacation day(s). All requests for vacation in excess of two consecutive weeks must be submitted to the Board of Directors for approval. If there is a problem the Director will speak to you about the requested time off. If you do not hear from the Director your request was likely approved; please confirm by checking to see if your time is on the calendar in the break room.
4. A holiday which falls during an employee's vacation will not be counted as a used vacation day.
5. All full time employees shall be entitled to the following number of paid vacation days to be taken during the length of one year dependent on whatever your anniversary rollover date but not before the completion of the Work Test Period. Any vacation time left over (no limit) at the end of your one year period will be paid out as a bonus at one and a half times the employee's regular hourly salary.
6. Classroom employees may not carry over any vacation days. They are "use them or lose them".
7. No staff can not take the same dates off as another member of the staff. We are a small center and to have more than one person out at a time causes issues with child:teacher ratios. Vacation requests granted on a first come, first served basis. Please check the calendar in the break room before requesting time off.
8. If a staff member is denied time off and still takes the day/days they will be suspended without pay for five working days. The matter will be brought before the board during such time and the employee's continuation of employment will be determined.
9. If an employee's employment with Hoboken Day Care 100 ceases prior to one year past their anniversary date, that employee will owe the employer for any compensation received for vacation days in excess of the number of months remaining between the employee's termination date.
10. If you have utilized all of your time (vacation and/or sick time) you will only be permitted two (2) no pay days. If you go beyond those two no pay days you will be terminated.

AMOUNT OF SERVICE

VACATION DAYS

During the first year of service
(Except during the Work Test Period) through their fourth year.....8 Days

After the completion of the employee's
Fourth year of service.....12 Days

After completion of the employee's
tenth year of service.....14 Days

Periodically the center will review and notify you of how many sick/vacation days you have remaining.

Director and Office Manager shall receive 14 vacation days at the start of hire and accrue two additional days per year of service capped at no more than 20 days.

If the Director and Office Manager have excess vacation days left by the end of fiscal year (June 30) they will be paid out their regular rate of pay up to 10 days or more at the discretion of the Board of Directors.

Personal Days

Director and Office Manager are given 5 personal days each year.

Special Leaves of Absence:

Leaves of absence are permitted upon authorization from the Board of Directors for various circumstances, some of which are set forth below. Additionally, a special leave of absence without pay may be granted to employees who have completed their Work Test Period. An employee seeking a special leave of absence must make his/her request to the Board in writing.

Employees do not accrue time off benefits during leaves of absence. Depending upon the duration of the leave special procedures may apply. Whenever possible the employee's position will be kept available until the employee's return. In the case of special leave of absence due to a prolonged illness the Board of Directors may require the employee to provide authorization from a medical health professional before the employee's return to work.

Military Leave:

An employee called or recalled into active duty with the Armed Forces of the United States shall be granted an official leave of absence, without pay, for as long as such service is required.

Jury Duty:

Employees who are called for jury duty should advise the Director when notified. An employee who is called (not volunteered) to serve as a juror will receive his/her regular pay less the compensation received for serving as a juror each workday up to ten days while on jury duty. Employees must present verification of jury service in order to receive wages for the dates served.

Maternity Leave and Short Term Disability Leave of Absence:

1. Employees must receive authorization from the Board of Directors for any leave of more than two weeks duration.
2. Employees out on leave of absence of more than four weeks do not accrue vacation time or sick days.
3. With the exception of during the Work Test Period, all regular employees are eligible for unpaid maternity leave of up to sixteen weeks. Any request for maternity leave, whether for the birth or adoption of a child, must be made in writing to the Director.
4. Maternity leave is not considered a break in service.

Death Leave:

In the event that there is a death in the *immediate family* of an employee, the employee may take the day on which the death occurs, plus additional time as necessary, up to a total of five days as a paid leave of absence.

Outside Employment:

Although the practice is not encouraged, regular full time employees may engage in outside part-time employment provided that such activity does not interfere with the performance of duties for the Hoboken Day Care 100 program. Work schedules can not be rearranged to accommodate other outside activities to the detriment of the center's own scheduling needs. Hoboken Day Care 100 policy is that staff members are not permitted to babysit for children of the center after hours.

Emergency Closing:

Employees are expected to make every effort to report to work even in inclement weather, unless advised that the center will be closed. If an employee reports to work

when the center is closed that employee will be paid for his/her normal daily shift. Employees who are on a scheduled vacation or on a leave of absence or sick day when an emergency requires the closing of the center will have their absence recorded as originally planned.

Performance Appraisals:

The performance of staff members will be evaluated annually by the immediate supervisor or Director of the employee being evaluated. If an evaluation is conducted by the Head Teacher it will be submitted to the Director for review. The contents of the written performance appraisal will be reviewed with the employee in a performance counseling session with the Director. The employee will have an opportunity to comment on the formal written appraisal. The Director and employee will work jointly to develop performance objectives for the following year. These objectives will be attached to the written appraisal and placed in the employee's personnel file.

Performance Concerns and Disciplinary Procedures:

It is the policy of the Hoboken Day Care 100 program that all employees are expected to comply with standards of behavior and performance and that any noncompliance with these standards must be remedied. Employees will be counseled concerning performance which fails to meet their supervisor's expectations. If necessary, written disciplinary notices will be placed in the employee's personnel file.

If You Leave Us:

Resignations: Employees are requested to provide at least two weeks' notice in writing to the Executive Director of their intention to resign. A separation conference may be arranged with the Director. Because New Jersey is an "at will" state, it is not necessary to give two weeks' notice but it is appreciated.

Discontinuance: In some cases it may be necessary to discontinue the employment of a staff member for reasons other than performance or discipline concerns; typically for reasons such as the elimination or reduction of funding or a reduction in staff due to business needs such as reduced enrollment of students. In such cases, employees shall be given as much notice as practical that their employment is to be terminated.

Dismissal: In some cases it is necessary to dismiss an employee due to misconduct or performance failures or other factors which counseling has not corrected or that which cannot be corrected. The Hoboken Day Care 100 program shall not be required to give advance notice of dismissal due to performance failures or misconduct. An employee subject to dismissal due to misconduct or performance failure will not be entitled to any compensation or benefit at the time of his/her separation from employment other than wages earned for time worked (including overtime, if applicable).

ROLES:

DIRECTOR SUZANNE NARDONE

Day Care Directors are responsible for the daily operations of a daycare center. They ensure a safe and educational environment for young children, manage teaching staff, develop curricula in coordination with state and federal laws.

1. Ensure a safe, happy, and stimulating environment for children.
2. Manage and coordinate curricula with staff that complies with state and federal requirements.
3. Ensure that center facilities are safe for children and comply with laws and regulations.
4. Evaluate and purchase materials, equipment, and supplies.
5. Manage and support teaching staff and promote their professional development.
6. Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
7. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
8. Communicate and meet with parents regarding their children and the center's policies.
9. Manage and oversee the budget and accounts and ensure that the center remains profitable.
10. Develop and facilitate a marketing and communications plan.
11. Correspond with parents regarding but not limited to their child's health, well being, developmental delays, illness, etc.
12. Correspond with parents regarding missing paperwork, late tuition payments, etc.

Director is also responsible for communication with parents via the Remind App, Facebook page and website. Director shall handle all purchasing for the center.

OFFICE MANAGER THERESA BUZZELLI

To facilitate the administration of the center program by ensuring that all office related responsibilities are completed, accurate, organized and filed in a timely manner. Office Manager will also help to organize the workflow and assist program staff in their implementation of the programs.

1. To manage the flow of work in the office and assist the staff in completing related tasks.
2. Keep all files up to date.
3. Monitor phones, take accurate messages and relay them to the appropriate person in a professional manner.

4. To be responsible for data entry of various required reports including but not limited to the center, The Office of Licensing, Board of Health, etc.
5. To keep childrens' records, log illness reports and fire drill logs.
6. To assist parents in determining eligibility for vouchers and collect co-payments.
7. To collect tuition payments.
8. Deposit all funds into the appropriate accounts.
9. Enter information into Quickbooks for accounting purposes.
10. Enter payroll.
11. In the absence of the Director call parents to inform them of the status of their child.
12. Administer medication.
13. Assist director in managing workflow.

MORNING AND AFTERNOON SUPERVISORS CAROLINA DELEON/AMELIA SANTIAGO

Daycare Supervisors are responsible for the safety and wellbeing of children in child care facilities.

Daily duties include but are not limited to:

1. Organizing activities for children.
2. Monitoring daycare staff.
3. Maintaining attendance records.
4. Helping the Director to identify potential hazards for children and taking safety measures.
5. Calling parents in the event of a child's injury or illness.

Essential job requirements include but are not limited to leadership, supervisory skills, attention to safety, responsibility, and recordkeeping.

TEACHER ASSISTANTS Daycare Teacher Assistants provide support to lead teachers and supervise children.

Common work activities include but are not limited to:

1. Serving meals.
2. Changing diapers.
3. Disciplining children according to policy.
4. Organizing activities.
5. Keeping students in sight.
6. Reporting to the Director, Supervisor or Office Manager regarding any issues in the classroom.
7. Help keep the rooms clean and organized.

These entry-level employees should demonstrate a caring personality, observation spirit, patience, and early childhood development knowledge. If they do not have this knowledge the director shall ensure that training includes appropriate information regarding child development, health and safety.

TEACHER HELPERS Daycare Teacher Helpers are high school students who work under the supervision of the Director, the Supervisors and Teacher Assistants to perform the following general duties:

1. Help supervise students (never alone) in class and during playtime or recess.
2. Aid in teaching appropriate behavior and social skills to students.
3. Assist in enforcing school and classroom rules.
4. Help teachers prepare for lessons by assembling materials and equipment.
5. Help students wash hands.
6. Help keep the rooms clean and organized.

Implementation of Personnel Policies:

The administration of personnel procedures is the responsibility of the Director and the Board of Directors. It is the intention of the Board of Directors that the personnel policies of the Hoboken Day Care 100 program be fairly and equitably implemented throughout the program. Staff are encouraged to bring complaints concerning work related situations to the Director.

Any employee who has a question or complaint about the application of a personnel policy or procedure should discuss the matter with the Director. Every question or complaint from staff brought to the attention of the Director shall be given prompt and personal consideration and will be treated confidentially to the extent that it is possible to do so.

If satisfactory response is not given or mutually satisfactory resolution is not reached then the employee should request to review the matter with the Board of Directors. Any resolution of an employee's concern which involves a change in current procedures or policies will be determined by the Board of Directors after full discussion and subject to vote on the matter.

Please return this page signed and dated to the Director.

I, _____(print name here), certify that I have received a copy of Hoboken Day Care 100's Personnel Manual and have read said manual. I agree to follow all policies and procedures contained herein.

_____ Signature

_____ Date