

EMPLOYEE HANDBOOK



Bridgeway Academy, Saraland Campus

825 Shelton Beach Road

Saraland, AL 36571

251-345-4444

Bridgeway Academy, Satsuma Campus

110 Baker Road

Satsuma, AL 36572

251-586-8024

Bridgeway Academy, Bay Minette Campus

801 West 14th Street

Bay Minette, AL 36507

251-651-4001

Welcome!

Welcome to Bridgeway Academy. We are excited that you have chosen to work with us and hope that your association with Bridgeway Academy will be a long and mutually rewarding experience.

You and your work are very important to accomplish the mission of Bridgeway Academy – to provide quality child care for our communities. Your contribution as a team member is essential to our success.

Bridgeway Academy is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same towards the children, parents, other employees and administration.

Your surroundings, your co-workers and the way in which Bridgeway Academy's work is conducted will be unfamiliar to you at first. This handbook has been developed to provide you with information about your employment and setting guidelines for employee behavior and responsibilities. It will help answer questions you may have about benefits, policies and procedures. As part of your orientation, the Administrator will discuss the various policies outlined in this document. Please read these policies carefully and bring any questions to the Administrator.

Bridgeway Academy reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and its absolute discretion. Employees will be notified of changes in policy, benefits or to the handbook as they occur. This handbook is intended to give you information about the main features of our employment policies, benefits, and other general information. It does not and is not intended to cover these matters in detail or serve as a contract between you and the employer. All statements in this handbook are subject to change without notice.

May we offer our personal good wishes to you as you begin your employment at Bridgeway Academy.

Sincerely,

BA Owner, Supervisor of School Operations, Business Administrator, School Directors and School Assistant Director

Vision Statement

The vision of Bridgeway Academy is to provide a quality, semi-structured educational program with an emphasis on academic and social development through an age-appropriate integrated curriculum. It is our desire to develop skills and provide opportunities which will enrich each student's social, emotional, physical, cognitive, intellectual and creative abilities.

Mission Statement

The mission of Bridgeway Academy is to develop student leaders who are respectful, responsible, independent, and lifelong learners.

Philosophy Statement

We believe in the value of human diversity and the fair treatment of all people. Our values and beliefs about children are deeply rooted in the history of Early Childhood Education.

We believe All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self-esteem.

We believe The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.

We believe Loving, trusting, and respecting each child enables that child to love, trust, and respect others. Each child and family is due the respect for personal privacy demanded by professional ethics.

We believe It is important to meet each child's needs for physical, social, emotional, and intellectual growth by providing diverse experiences in a supportive environment.

We believe Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

We believe Children deserve to have teachers who are capable, caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development

Bridgeway Academy, LLC
Administrative Positions

Supervisor of School Operations

Heidi Enslin

Director of Business Operations

Robyn Henderson

Director of Bridgeway Academy, Saraland Campus

Sonja Knowles

Director of Bridgeway Academy, Satsuma Campus

Jayla Taylor

Director of Bridgeway Academy, Bay Minette Campus

Allie Young

Bridgeway Academy, LLC
Administrative Chain of Command

1. BA Owner
2. Supervisor of School Operations
3. School Director

Bridgeway Academy, ALL Campus
Chain of Command

1. Director
2. Supervisor of School Operations

PERSONNEL POLICIES

Employment Policies

Bridgeway Academy expects all employees to work together in harmony for the good of the families that we serve. The employee handbook is given to you to outline your responsibilities, your benefits, and enhance your employment. Written personnel policies are made available to all center staff upon hire and are available to all staff while at the center.

Employment Practices

Bridgeway Academy retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. BA retains the right to ensure effective employee performance. Bridgeway Academy retains the right to promote, to classify, determine the size and composition of the work force, to assign and allocate work, to transfer employees from job to job or to another campus and from shift to shift, to determine schedules, hours worked, and to effect layoffs or terminations.

Selection of employees will be made according to Administrator's assessment of their ability to provide quality care for the children of Bridgeway Academy. These assessments will be made on a basis of ability, skill, experience, character, dependability, and the ability to meet the requirements of the job description. Processes concerning hiring, recruiting, interviewing and selection of potential employees align with appropriate employment law practices.

Bridgeway Academy is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same values toward children, parents, other staff members, and management. Bridgeway Academy reserves the right to conduct preemployment investigations of the employee's educational and work experience and to require a physical screening by a licensed health professional.

Hiring Practices

The School Operations Supervisor and/or School Directors will oversee the hiring process, including recruiting, interviewing, and selection of new employees and/or requests for internal position changes.

Bridgeway Academy employees may apply for positions as they become available. Any current employee who applies for an internal position must submit a written request. In most cases, any position that becomes open at Bridgeway Academy will be considered internally prior to possible solicitation from outside. However, in some cases, the Owner, Supervisor of Operations and/or School Directors may determine that it is appropriate to advertise a position simultaneously with the internal posting.

New employees will receive an employment packet containing background check information, withholding and eligibility forms, and staff health form. The School Operations Supervisor and/or School Directors will provide additional information if necessary to assist the employee with successful training experience that may include, but not limited to: a training schedule, appointed trainer, evaluations and feedback.

Anti-Harassment-Policy for Employees, Students and Parents

Bridgeway Academy is committed to providing a professional work environment free from any type or form of harassment. Harassment of any employee on the basis of his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, or the presence of any physical, mental or sensory disability is a serious violation and will not be tolerated.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical

or verbal behavior which may include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, or pranks. Harassment can be verbal or non-verbal language. Some examples may include but are not limited to the following:

1. Physical or verbal abuse
2. Racial, ethnic, or sexual insults
3. Ethnic or sexual jokes
4. Religious slurs or other slurs directed toward the group set forth above
5. Unwelcome sexual comments, advances or innuendoes
6. Taunting, intended to provoke an employee
7. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

Sexual Harassment

Sexual Harassment is a type of harassment and occurs when the verbal and physical conduct is sexual in nature or is gender-based, that is, directed at a person because of gender. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful and against Bridgeway Academy's policy.

Sexual harassment includes: unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impending or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions upon the employee's submission to sexually harassing behavior in the workplace.

Employees who feel they have been or have witnessed other employees subjected to harassment of any kind are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the employee feels uncomfortable in addressing the matter directly with the harasser, or if they have done so and the behavior does not stop, the matter should be immediately discussed with the Administrator/Program Director or any Board member with whom the employee feels comfortable.

All complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. All employees found to have harassed an employee will be subject to appropriate corrective action, ranging from disciplinary action to termination. **No employee will suffer retaliation in any form for reporting instances of harassment.**

Reporting Sexual Harassment Responsibilities Include:

1. Employees: Bring to the attention of the Administrator/Program Director if perceived or actual incident of harassment or witness of such.
2. Administrator/Program Director: Maintain a work environment free of intimidation and harassment and respond immediately and appropriately to any complaints or indications of such behavior. Investigate all initial complaints and report them to the Board of Directors.
3. Administrator/Program Director: Administrator the necessary disciplinary action toward any individuals proven guilty of such an act or who, knowingly, falsely accuse another of sexual or other form of harassment.

Conceal & Carry Policy

Alabama DHR does not allow any type of weapon including concealed weapons on the premises of the child care centers. This includes any type of transportation vehicle from parents or employees. Failure to abide by this policy will result in immediate termination (employees) or withdrawal (student of parent).

Zero Tolerance for Work Place Violence (Employees, Parents and/or Students)

Bridgeway Academy, within reason, do whatever is necessary to protect the lives and health of employees and provide a workplace free from verbal abuse, threats, or assaults that could cause or result in harm to those who are employed. Bridgeway Academy has a definitive “zero tolerance” for violence of any kind, including threats of violence.

Drug and Alcohol Policy

Bridgeway Academy advocates that our organization be free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances by employees. Additionally, employees are to work free from the effect of alcohol and other performance-impairing substances.

Random drug testing may be required of any employee, who while on duty, may or may not demonstrate signs of being under the influence, and demonstrates inappropriate behavior suggesting impairment or who is observed consuming alcoholic beverages or drugs. Refusal to cooperate with drug testing and/or rehabilitation will result in immediate discharge. Violations of this policy will subject the employee to disciplinary action up to and including termination.

Because prescription medication can also affect an individual’s demeanor and job performance, it is the employee’s responsibility to notify the Supervisor of School Operations or the School Director if he or she is taking legal prescription drugs. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties. Depending on the seriousness and circumstances of the offence, and at the company’s sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to a counseling, rehabilitation, or employee assistance program. Refusal to cooperate in this program may result in discipline, up to and including termination.

CODE OF ETHICAL CONDUCT

Aligned with NAEYC (National Association for the Education of Young Children)

Ethical Responsibilities to Children. Childhood is a unique and valuable stage in the human life cycle. Our paramount responsibility is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children’s development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children’s self-awareness, competence, self-worth, resiliency, and physical well-being.

Ethical Responsibilities to Families. Families are of primary importance in children’s development. Because the family and the early childhood practitioner have a common interest in the child’s well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child’s development.

Ethical Responsibilities to Colleagues. In a caring, cooperative workplace, human dignity is respected, professional satisfaction is promoted, and positive relationships are developed and sustained. Based upon our core values, our primary responsibility to colleagues is to establish and maintain settings and relationships that support

productive work and meet professional needs. The same ideals that apply to children also apply as we interact with adults in the workplace.

Ethical Responsibilities to Community and Society. Early childhood programs operate within the context of their immediate community made up of families and other institutions concerned with children’s welfare. Our responsibilities to the community are to provide programs that meet the diverse needs of families, to cooperate with agencies and professions that share the responsibility for children, to assist families in gaining access to those agencies and allied professionals, and to assist in the development of community programs that are needed but not currently available. As individuals, we acknowledge our responsibility to provide the best possible programs of care and education for children and to conduct ourselves with honesty and integrity. Because of our specialized expertise in early childhood development and education and because the larger society shares responsibility for the welfare and protection of young children, we acknowledge a collective obligation to advocate for the best interests of children within early childhood programs and in the larger community and to serve as a voice for young children everywhere. The ideals and principles in this section are presented to distinguish between those that pertain to the work of the individual early childhood educator and those that more typically are engaged collectively on behalf of the best interests of children- with the understanding that individual early childhood educators have a shared responsibility for addressing the ideals and principles that are identified as “collective.”

GENERAL POLICIES

Confidentiality

All information concerning employees should be considered confidential. All information concerning children and/or families available to employees of Bridgeway Academy should be considered confidential. Any breach of the confidentiality of any information is grounds for disciplinary action up to and including termination.

Dress Code

Employees are expected to dress in a manner that promotes pride and respect for Bridgeway Academy and for the children and families it serves. Good grooming practices and appropriate attire promote an employee’s overall effectiveness in fostering and maintaining a positive image. Safety, positive role modeling and customer service goals are attained through these measures. The Supervisor of School Operations or School Director will reserve the right to send an employee home if the attire is not deemed workplace appropriate.

Proper attire for school employees and pre-school teachers consists of business-casual professional dress Monday through Thursday. Jeans and a BA t-shirt may be worn on Fridays. If the employee is not wearing a BA t-shirt, then he/she must follow the M-Th dress policy. Shirts, sweaters and etc. must support your professional attire. Clothing must not contain logos or pictures inappropriate for the work place. Mid-regions should be appropriately covered at all times. Daycare teachers may wear jeans or scrubs along with a BA t-shirt or business-casual top. Absolutely no tights of any type or sweatpants may be worn at any time by any employee. School Directors may permit this type of attire on extreme cold weather days.

Personal hygiene and appearance must promote a professional and clean look. Child care is a service orientated business and employees are expected to represent professionalism in the work environment. Special dress-up days will be posted in advance (which may include special events, Dr. Suess week, etc.) Participation is not required but it is expected that employees participate to show school spirit and leadership.

Employee or Student Injury

All injuries, large or small, shall be reported to the Supervisor of School Operations or School Director immediately. It is the intent of Bridgeway Academy to maintain a safe work place for all employees, but in the event of an injury, a report must be made to DHR. Student injuries must also be reported immediately.

Smoking Policy for Employees and Parents, Guardians

Bridgeway Academy has a smoke-free policy in accordance with AL DHR Child Care licensing regulations. There will be no smoking within the Bridgeway Academy building or grounds, including vehicles. This includes but not limited to vaping.

Telephone Policy

If admin staff are unable to answer the telephone during normal business hours, 7:00 a.m. to 5:45 p.m., the appointed staff will answer the telephone. Telephones are never to be played with by children if left in the employees work area. It is expected that all staff answer the school phone in a professional manner, for example: **“Bridgeway Academy this is [name], may I help you?”** Personal phone usage causing distraction from supervision and/or interfere with the job duties is grounds for disciplinary action up to and including termination. The use of personal cell phones should be limited to employee lunch break time only. Personal use of apple watches or cell phone during work times with the exception of nap time is prohibited.

Social Media Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others

- Employees need to know and adhere to the Code of Ethical Conduct, Employee Handbook, and other company policies when using social media in reference to Bridgeway Academy.
- Employees should be aware of the effect their actions may have on their images, as well as that of Bridgeway Academy. The information that employees post or publish may be public information for a long time.
- Employees should use their best judgement in posting material that is neither inappropriate nor harmful to BA and/or its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities at work. Bridgeway Academy computer systems are to be used for business purposes only.
- Subject to applicable law, after-hours online activity that violates the Bridgeway Academy Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

Visitor Policy

All visitors are to enter the building through the main entrance and sign the visitor log. Staff will be contacted. Visitations must be approved by the Supervisory of School Operations or School Director.

Solicitation

Employees may not solicit campaign, collect contributions, or distribute literature to children or families for any purpose. Employees are to immediately communicate any recognizable hazards to the Supervisor of School Operations or School Director. All employees are required to wear a name badge to work as part of the dress code. First name badge will be given to employee for free and the second will be purchased by employee and deducted from paycheck. Employees should place name badge beside time clock upon clocking out. Additional name badges will be taken out of payroll check if needed.

Parking

Employees are expected to park in the designated area(s) during drop-off and pick-up times. The parking lot is handicap accessible. Employees requiring special accommodations should contact the Supervisor of School Operations or School Director to make necessary arrangements. Satsuma campus should park closest to the play ground and work forward as the spots fill up. Saraland campus should park at the back of the parking lot.

Policies and Procedures

The Owner, Supervisor of School Operations and School Directors of Bridgeway Academy have set forth various policies and procedures for guardians and parents. Copies of these documents will be given to you with this employee handbook. Student and parent policies and procedures should be reviewed by reading the Student Handbook and Parent Guide that is made available to each guardian or parent utilizing the service. These policies and procedures are essential to the safe operation of Bridgeway Academy and should be read carefully and kept for future reference. Bridgeway Academy complies with all AL DHR state licensing codes.

As a matter of policy, Bridgeway Academy does not enter into written or oral contract or agreements guaranteeing employment or compensation for any particular period of time with any individual employees. No employee is authorized to make guarantees of employment or compensation. Employment with Bridgeway Academy is at-will; that is, employment may be terminated with or without cause at any time by the employee or by Bridgeway Academy. **Nothing in the employee handbook or any other document or statement shall limit the right to terminate employment at-will.** No express or implied agreement to the contrary may be made unless it is made by the authority of Bridgeway Academy, and only if it is done so in a formal written document that is signed by a designated person on behalf of the owner of Bridgeway Academy and the employee.

SCHEDULES/HOURS/PAY PERIODS

Tardiness/Absenteeism

Bridgeway Academy values stability and consistency of quality child care services provided by our employees, which relies on staff adhering to their scheduled hours. Bridgeway Academy requires regular attendance by all employees. All time off must be approved by the School Operations Supervisor and Director. Unscheduled time off should be used only in cases of illness and emergency. We hold employees accountable for non-scheduled absences while at the same time remain sensitive to family, medical, and personal emergencies. Excessive unscheduled absences will result in disciplinary action up to and including termination. Example: Employee called in twice for personal sickness or a sick family member or a combination of both.

Employees who are unable to work a shift because of illness should notify the school Director at **least two hours before starting time or scheduled shift**, if the employee is unable to report to work. Employees that are going to be late for work must report that he/she will be tardy as soon as possible. If the administrator is not immediately available, the employee should leave a message and a number where she/he can be reached.

Employees will receive a notice indicating that you are late according to scheduled hours. Exceptions may be granted due to actions beyond the employee's control such as inclement weather or an emergency situation. Three (3) tardy notices (5 minutes or longer) will result in a one-day suspension without pay to be taken when the administrator schedules it. Three (3) suspensions due to tardiness will result in termination. Employees that adhere to scheduled hours for six months without an infraction have the opportunity to remove prior tardy notices by submitting a letter of request.

If an employee is off work because of illness for three days or more, the employee may be requested to bring a release from the health care provider including date of release. One day of unauthorized or unreported absence or a no show for a mandatory meeting or training is considered a voluntary termination (quit) by the employee.

Communicable Disease: Any employee exhibiting evidence of an infectious disease will at the discretion of an administrator will be required to submit documentation of a medical examination which will determine if a communicable disease condition exists that will threaten the health or well-being of the children, parents or other staff. If affected, the employee will be required to furnish a statement from a licensed health professional attesting to the freedom from the communicable disease before being allowed to return to work. Please note employees will adhere to the sickness policies located in the Bridgeway Academy Student Handbook and Parent Guide.

Covid Policy will be explained in detail using the following topics:

- *Essential Employee
- *Vaccinated and Unvaccinated
- *Exposed to the virus
- *Quarantine

Meals

Staff will be required to supervise children during breakfast, lunch and/or snack. Meal times are considered a teachable time and staff are expected to assist and participate in an appropriate manner.

Food from outside sources is allowed only during employee lunch break times. School Director must be notified that you have food from outside sources. Considerations must be given to all children and all allergy situations.

Scheduled Hours

Schedules will be made in accordance with meeting licensing requirements in the room. When child ratios decrease, staff will end shift. **We will not hire employees to work specific days or hours;** employees should expect to work the days and hours assigned by the Administrator as needed. However, this assignment can change at any given moment. Employees "assigned" schedule may be adjusted periodically in response to enrollment changes and/or to meet mandated staff/child ratios. Employees may be hired for a specific room; however, they should be aware that they will be trained for more than one room and will be expected to work in other rooms as needed.

Pay Periods

The pay periods for employees of Bridgeway Academy consist of fourteen (14) consecutive calendar days. Payroll will be completed by the School Director and Business Administrator for distribution to employees on the Friday following the end of the pay period. Deductions will be made for state and federal income taxes, Social Security and Medicare and other deductions such as retirement and background checks.

Wage/Salary Structure

Starting salary for all employees will be based upon education and experience level as determined by your administrator. Movement within the salary structure will be determined based on years of service, maintaining acceptable performance standards or change in job title.

Outside Employment

Employees may have outside employment as long as it does not interfere with the employment at Bridgeway Academy including by not limited to job performance and schedule or hours needed to maintain DHR license.

ORIENTATION, INSERVICE AND TRAINING

Probationary and In-Service Period: The orientation period provides Bridgeway Academy a period to evaluate the qualifications of a new employee during the first three months of service. New staff will be given a tour of the facility and introduced to key personnel. New staff will be assisted with meeting children, families and co-workers during the orientation period.

A complete orientation to policies, procedures, child care, and safety will be provided for you during your first three months of employment. The orientation for new staff will include observations in the classroom and meeting families and coworkers prior to assuming responsibilities. The employee will be required to complete the “new hire” packet of forms before the first day of employment. These forms will be kept in the employee’s personnel file. You will be required to receive training in the following areas: certification in CPR/AED/First Aid, Shaken Baby Syndrome, Sudden Infant Death Syndrome, and Child Abuse and Neglect Training to name a few. These classes are a mandatory requirement for the job. You may choose to obtain this training at your expense or attend BBA’s training. Orientation of new staff to be completed within one quarter of working with children includes:

1. Review of the licensing administrative code
2. Policies included in Bridgeway Academy Parent Handbook and Employee Handbook.
3. Review of contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers
4. First aid procedures
5. Job responsibilities in relation to the job description
6. Training in the recognition of childhood illnesses and infectious disease control including hand washing procedures and universal precautions for handling bodily fluids
7. Schedule of activities of center
8. Review of child abuse and neglect laws and reporting procedures
9. The procedures for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation
10. Child management techniques
11. Procedure for sharing information related to a child’s special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child
12. Review of procedures to reduce the risk of sudden infant death syndrome (SIDS) & Shaken Baby Syndrome (SBS) prior to employee’s first day of work
13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met

The licensing Orientation Checklist Form will be signed and dated upon completion of the orientation and placed in the personnel file. Staff will be given a copy of the Employee (Personnel Policy) and Parent Handbooks during orientation.

Staff Meetings and Training

Staff meetings and training will be provided by Bridgeway Academy. All employees are required to attend. Staff meetings and training may be held within the facility or at another location. Trainings will not be paid time as this training is your responsibility to obtain outside of working hours. Meetings will be paid time. Attendance at such sessions is seen as an important avenue for staff development and is mandatory unless excused for a good cause or emergency. If more than one meeting is missed within a calendar year, a disciplinary action may occur up to termination.

Employees who miss the meeting will be required to attend the other BA location meeting for their monthly meeting if applicable. If their meeting has already been held, the employee will attend the next month thus making two meetings in one month. Staff who miss training, and do not make up the missed time, will be subject to termination. As a reminder, it is mandatory to receive one hour of AL DHR training each month.

Performance Management and Evaluation

Employees receive their first performance evaluation at the end of a three-month orientation period. Thereafter, your performance and salary will be reviewed once each year using BA Employee Evaluation Form. Bridgeway Academy reserves the right to terminate your employment at any time.

NEW HIRE REQUIREMENTS – PERSONNEL FILE

Staff Record

The employee’s name, address, date of birth, education, position, previous work experience in child care including reason for leaving previous positions, and the name, address and telephone numbers of persons to be notified in an emergency.

Employment Eligibility Verification

Federal law mandates all persons hired must be able to verify their eligibility for employment in the United States. Section I of the Employment Eligibility form must be completed by the employee and the manager within 72 hours (3 days) of date of hire.

Criminal Background Check

Completed prior to the employee’s first day of employment and annually thereafter, that does not reveal any information which may preclude the person’s employment. A complete caregiver background check including the results of any subsequent investigation related to information obtained as part of the background check within 30 days of employment. Staff must be supervised at all time until a background check is completed.

Fingerprint checks are required by State Licensing for all child care employees and will be completed in accordance to the law. Child Care workers must obtain a one-time fingerprint background check through Fieldprint® and/or submit evidence that they have already completed the process. Instructions are included in the Employment Packet for new hires.

Physical Examination Report (State Mandatory Form)

All employees must have a physical examination six months prior to beginning work or within 30 days of hire. The examination must include a test for tuberculosis.

The report dated and signed by a licensed health professional, shall be on file in the center and certify that:

- 1) The person is free from illness detrimental to children, including TB.
- 2) The person is physically able to work with young children.

Change in Personnel Records

It is important that you report in writing to the Administrator/Program Director any change in the information that was originally given on your application, such as change of address, telephone number, marital status, change in number of dependents, etc. Employees must notify the Administrator immediately. Pending charges, investigations, findings, etc. must be reported to the DCF by the Department's next business day. Notification is required when any of the following occur:

- The person has been convicted of any crime.
- The person has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- In the case of a position for which the person must be credentialed by the department of regulations and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

RULES OF CONDUCT / COMPLAINT RESOLUTION

Disciplinary Policy and Procedure:

When an employee disregards the rules established by Bridgeway Academy and conducts herself/himself in a manner which is deemed unacceptable, the first approach (when practical) will be that of guidance. Counseling by the Administrator/Program Director is intended to assist you in correction of your conduct. The administrators of BA will be notified of all disciplinary actions. All matters of disciplinary procedures are done in private.

1. The infraction will lead to a conversation with the Administrator/Program Director. This will be a "verbal warning" that the behavior is not appropriate and corrective action will be necessary. This conversation will be documented on the Employee Disciplinary Action Form and signed by the Administrator/Program Director and employee. The form will be kept in the employee's personnel file.
2. The infraction will lead to a "written warning" with one-day suspension without pay. The Administrator/Program Director will document the behavior which is in error and the corrective action necessary to prevent further disciplinary action on the Employee Disciplinary Action Form. The form will be signed by the Administrator/Program Director and the employee. A copy will be given to the employee. The original form will be placed in the employee's personnel file.
3. The third infraction will lead to a second written warning and a three-day suspension without pay. The Administrator/Program Director will submit in writing a description of the inappropriate behavior and the corrective disciplinary action needed. The Administrator/Program Director and employee will sign the document.

4. The fourth infraction will result in termination. In the case of termination, notice will be in writing and signed by the Administrator/Program Director and the employee

These steps are meant to establish consistent guidelines to consider in conjunction with the severity of the offenses and the employee's personnel and performance records when administering discipline. We are not required to go through the entire four step process and discipline may begin or continue at any step depending on the severity of the infraction. The nature and severity of any violation can be of such a degree as determined by management to eliminate any and all steps and discharge immediately. An employee may be subject to discipline or discharge for any reason, whether or not set forth in this Handbook. In all cases, determination of appropriate discipline, including discharge, rests solely in the discretion of the employer and will be determined on a case-by-case basis. All steps are documented in writing regardless of the phase of process.

EMPLOYEE BENEFITS

All Employee Benefits are contingent on meeting/completing the job requirements. Please refer to the employee checklist if you have any questions.

Retirement Plan

This is available after one year of service time at Bridgeway Academy. Bridgeway Academy will match what the employee contributes up to 3%.

Child Care

BA Employees may elect to apply for child care with BA under the same rules/regulations outlined in the BA Student Handbook and Parent Guide. Students (2 or less children) may attend at half tuition and will only be responsible for the registration fee. This policy is only for natural born or adopted children and does not include grandchildren or stepchildren (unless living in household and obtain full custody).

Family Medical Leave Act

Employees will be given 6 weeks of unpaid leave (8 weeks for a c-section) after the birth of a baby. Position will be held for this time. Be sure to schedule an appointment prior to the date of return so a release can be submitted to the director and Supervisor of business operations. If employee does not return on the designated date, the position will no longer be available. Employee may interview for any vacant position available. If there are no vacant positions, employee will submit a voluntary resignation.

Bereavement

Bridgeway Academy recognizes the importance of taking leave upon the death of a family member. Hourly employees will be given three unpaid days for immediate family members (Mom, Dad, Mother in Law, Father in Law, siblings, children, grandparents, grandchild) and one unpaid day for extended family members (aunts, uncles, cousins). Salaried employees will have 1 paid day (date of funeral) for immediate family members and then 2 remaining as unpaid.

Paid Time Off

Employees must complete training requirements, be a full-time employee and have worked for a minimum of one calendar year. PTO is only for full time employees. Full time employee is considered if you work 25-40 hours per week and part time is anything less than 24 hours per week. Full time admins will be expected to work 55 hours or less. Unused time will not be paid if the employee resigns or is terminated.

Years of Service	Max Accrual/Year
1-3	5 days
4-7	10 days
7+	15 days

Approval Process

All scheduled paid time off must be approved with the Director prior to being taken. The Director reserves the right to deny requested PTO when deemed necessary for operational purposes such as scheduling or training. Approved PTO is contingent on available PTO days and approval may be subject to change. All time off requests must be made a least 1 week in advance in order to be considered for approval. All requests (even to leave early or come in late) should be submitted via email. All summer time off requests must be submitted by May 3rd.

Payment

1. PTO hours will be paid at 100% of the employee's base pay rate and will be paid on the regularly scheduled payday.

PTO will be added annually on August 1st, according to your years of service.

- Personal time off will not be approved if employee does not have days available.
- Employees should not plan vacations/reservations without prior approval.
- PTO will not be approved for hourly employees during the months of May and August.
- PTO will not be approved for Admins during the months of May, July, and August.
- New employees that start after August 1st, prorated PTO will be given on a case by case basis.

Hourly Employees with less than 1 year of service should schedule appointments after school or work with the director individually to leave early.

EMPLOYMENT RESIGNATION

Employees must give a two-week written notice when voluntarily terminating their employment with BA. The two-week period of notice must be a working notice (vacation and personal days will not be used). The two-week notice will begin on the date the Administrator receives the written notice directly from the employee.

Any tuition or school fees balances will be deducted from the last paycheck. Any outstanding balance will be the responsibility of the account holder and may be subject to a late fee.

Bridgeway Academy, LLC

Employee Acknowledgement Form

Welcome to Bridgeway Academy. We are pleased that you have chosen to work with us and hope that your association with Bridgeway Academy will be a long and mutually rewarding experience. You and your work are very important to accomplish the mission of BA – to provide quality child care for our community and the surrounding communities. Your contribution is essential to our success.

Bridgeway Academy is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same towards the children, parents, other employees and administration.

Bridgeway Academy strives to make your orientation and employment experience pleasant, informative and comfortable. You can look forward to the following information when you join our team at Bridgeway Academy.

- Review vision, mission, and philosophy of BA
- Job Description
- Organizational outline of the team
- Personnel policies
- Operation procedures
- Parent Handbook
- Ethical Standards
- Employment Forms
- Licensing & Regulatory Standards
- Curriculum
- Tour of the Facility
- Introduction to key personnel
- Meeting children, families, and co-workers
- Observation in the classroom
- Review of Teacher qualifications/requirements

I hereby acknowledge that I have received the Employee Handbook and I understand that it is my responsibility to read and understand the policies contained in the handbook and any revisions made to it. I further acknowledge that the handbook is neither a contract of employment nor a legal document. The handbook describes important information about Bridgeway Academy. I understand that I should consult a designated representative about any questions not answered in the handbook. I have entered into my employment relationship with Bridgeway Academy voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Bridgeway Academy may terminate the relationship at-will, with or without cause, at any time.

I acknowledge that the information, policies and benefits described in the handbook are subject to change.

Employee Signature

Date

Must be signed and placed in the employee file – REQUIRED Document