



# **Personnel Policies, Procedures and Processes**

*Updated September 2021*



*Ranger Roundup Learning Center is an Equal Opportunity Employer*

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## **Welcome and Introduction**

### **Policy 1.0**

*Adopted September 2021*

Welcome to Ranger Roundup Learning Center. This manual, while not an implied or express contract, states in general terms the policies governing your actions as an employee of Ranger Roundup Learning Center and the benefits of employment with Ranger Roundup Learning Center. It is the policy of Ranger Roundup Learning Center that all employees are employed at will of the school. We place special emphasis at Ranger Roundup Learning Center on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind Ranger Roundup Learning Center to continued employment of any individual employee, or group of employees or guarantee employment for any special length of time.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of Ranger Roundup Learning Center. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate director.

In addition to reading this Personnel Policy Manual, employees of Ranger Roundup Learning Center are also required to read the Ranger Roundup Learning Center Operational Policies and Procedures, the Perryton ISD staff handbook, and The Texas Department of Health and Human Services Child Care Minimum Standards regulations. Employees will be required to comply with all state licensing requirements and follow and enforce all policies and procedures as outlined in the Ranger Roundup Learning Center Parent Handbook and the Perryton ISD Staff Handbook. Ranger Roundup Learning Center may from time to time require employees to read additional documents/publications which have bearing on their job performance. Employees who fail to read and comply with any and all applicable documents/publications will be subject to disciplinary action up to and including termination.



## **Our History**

### **Policy 1.1**

*Adopted September 2021*

Ranger Roundup Learning Center was opened in August 2019, in a joint collaboration of Ochiltree General Hospital and Perryton ISD. Our philosophy is simple: provide developmentally appropriate activities, prepare children to exceed in public education and give children the skills needed to self-regulate when the world does not go their way. All while allowing the child to be a child and to learn through play.



## **Mission Statement**

### **Policy 1.2**

*Adopted September 2021*

We strive to create a compassionate school family culture that provides a happy, healthy and safe learning environment for the children of Ranger Roundup Learning Center.





## **Values and Philosophy**

### **Policy 1.3**

*Adopted September 2021*

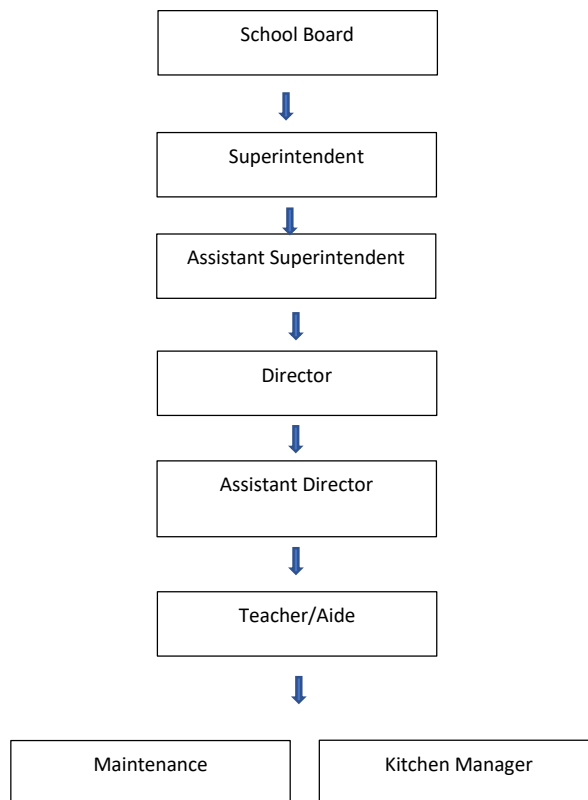
We believe that children experience the greatest growth when they feel safe and connected. Therefore, we strive to create a compassionate school family culture that provides a safe learning environment for the children of Ranger Roundup Learning Center. We acknowledge the importance of teaching the children of our future a skill set to ensure self-regulation and problem solving. We work together, teacher, child and parent, to establish routines and rituals that provide predictability and consistency within our classrooms.



## Organizational Chart/Chain of Command

### Policy 1.4

*Adopted September 2021*



Assistant Director or Lead Teacher will fill the role of Director in the Director's absence.

The term "Director" in this Policy Manual will refer to the Director on duty.

The term "Leadership Team" in this Policy Manual will consist of the following individuals:

- Superintendent
- Assistant Superintendent
- Director
- Assistant Director
- Kitchen Manager



## **Adopting and Amending Policies**

### **Policy 1.5**

*Adopted September 2021*

This policy manual has been adopted by the Leadership Team of Ranger Roundup Learning Center.

The Director reserves the right to adopt, amend, and delete and policy herein in their sole discretion at any time without notice in the best interest of Ranger Roundup Learning Center.

Revisions and changes shall be supplied to you and will be available as soon as possible after adoption. New policies or amendments to existing policies will be effective immediately for all employees unless otherwise noted on the policy.

This policy manual will be reviewed at least every year for applicable amendments or as Child Care Regulation dictates a regulation change.

Recommendations for changes to the policy manual should be directed to the Director. Employees making suggestions for changes/additions to this manual are required to submit their suggestions in writing, including their name and position, so the Director can discuss the suggestion as needed with the employee. Employee suggestions should be delivered to the Director by May 1<sup>st</sup> to be considered for the next calendar year, unless the suggestion is in the best interest of Ranger Roundup Learning Center and the children enrolled.



## **Licensing Authority**

### **Policy 1.6**

*Adopted September 2021*

#### State Licensing Authority

Texas Department of Health and Human Services Child Care Licensing.

A full printed copy of the licensing regulations/standards can be found in a binder in the front office. Employees may also find the licensing regulations on the internet at the following link: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

These regulations/standards are included as part of this Personnel Policy Manual as if they were written herein and it is the responsibility of every employee to read, understand and follow these regulations. Any violation of the regulations will result in disciplinary action up to and including termination.

Employees are required to read and uphold the regulations and standards issued by The Texas Department of Health and Human Services Child Care Minimum Standards at all times during their employment.

Employees are required to immediately notify the Director of any violations of licensing regulations by any person in the organization. Failure to do so will result in disciplinary action up to and including termination.



## **Equal Opportunity Employment Policy 1.7**

*Adopted September 2021*

Ranger Roundup Learning Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees.

### Non-Discrimination

Ranger Roundup Learning Center recognizes the following legally protected classes for employees and all employment actions will be made without regard to an employee's race, color, creed, religion, age, gender (including sexual orientation/preferences), national origin, pregnancy, disability or veteran status.

Further, Ranger Roundup Learning Center is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, age, gender (including sexual orientation/preference), national origin, pregnancy, disability or veteran status.

Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/or failure to act in a professional manner towards another person.

Employees hired for positions where the primary responsibility is direct supervision of children must be 18 years of age in accordance with the regulations established by The Texas Department of Health and Human Services Child Care Minimum Standards. Exceptions to this policy would be 16 and/or 17 year old students who are enrolled in or completed a child-care career related program approved by the TEA and the individual meets Child Care Licensing Requirements under 746.1109.

### Workplace Harassment

Ranger Roundup Learning Center provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Actions by an employee that are designed to threaten, intimidate, or bully another employee will not be tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.

Ranger Roundup Learning Center prohibits sexual harassment. Ranger Roundup Learning Center employees, volunteers, clients, and applicants have a right to work in a harassment free environment, including freedom from sexual harassment. Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
- Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- Offering unwelcome sexual advancement or flirtation.



- Using sexually degrading words.
- Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- Displaying sexually graphic pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

#### Retaliation

All employees are encouraged to uphold and report violations of all rules, regulations, statutes, standards and laws to which Ranger Roundup Learning Center is required to comply, to their Director, licensing authority, and/or governing agency.

Employees are protected from any retaliatory actions when they make a report of harassment, discrimination or violation of local, state, federal laws and regulations. Any supervisor or employee that takes negative employment or disciplinary actions against an employee because the employee is known or is suspected to have made a report of harassment, discrimination or violation of local, state or federal laws and regulations will be subject to disciplinary action up to and including termination.

#### Complaint/Reporting Procedure

Harassment, threats, intimidation and bully complaints should be reported immediately to the Director. If it is inappropriate to notify the Director, contact the Assistant Superintendent. The reporting employee will be required to provide a written statement regarding the allegation of harassment as part of the investigation.

Harassment complaints will be investigated promptly and all information will be kept confidential. Investigation results require the Director action and resolution. All employees are required to fully cooperate in the investigatory process, including providing detailed written statements as directed by the Director. Any employee not cooperating with the investigation process will be subject to disciplinary action, up to and including termination. The employee initiating the harassment complaint will be informed upon conclusion of the investigation whether harassment was determined to have occurred. If the investigation determines that harassment occurred, the employee initiating the complaint may not be provided with details related to the corrective action/or disciplinary action levied against the offending party as a matter of confidentiality.

Investigations confirming allegations of harassment of any kind require swift and prompt corrective action, reassignment, demotion and/or disciplinary action up to and including termination against the offending party.



## **Employment Process**

### **Policy 2.0**

*Adopted September 2021*

Ranger Roundup Learning Center strives to employ people who are the best qualified to meet the needs of the school. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievement, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

Employees hired for positions where the primary responsibility is direct supervision of children must be 18 years of age in accordance with the regulations established by The Texas Department of Health and Human Services Child Care Minimum Standards. Exceptions to this policy would be 16, 17 or 18 year old high school students who are enrolled in or completed a child-care career related program approved by the TEA and the individual meets Child Care Licensing Requirements under 746.1109.

The employment of all persons shall be contingent upon the approval of the Director and completion of all required employment documentation as per Policy 4.1, Required Employment Documentation.



## **At-Will Employment**

### **Policy 2.1**

*Adopted September 2021*

As a business in the State of Texas the employer/employee relationship is established At Will. The At Will employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice.

It is further understood that the At Will employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by the Director of Ranger Roundup Learning Center.





## Employee Classifications

### Policy 2.2

*Adopted September 2021*

Employees will be notified of the Employee Classification into which their position fits on the job description. For example, the Director position may be classified as a: Full-Time, Exempt, Administrative Employee.

Ranger Roundup Learning Center reserves the right, in its sole discretion to change an employee classification at any time without prior notice.

1. **Full-Time Employee:** A person who is regularly scheduled for at least 30 hours per week.
2. **Part-Time Employee:** A person who is regularly scheduled for less than 30 hours per week.
3. **Exempt:** Employees not eligible to receive overtime pay as per DOL Regulations. Their salary covers all hours worked. Exempt employees are paid to perform a job regardless of the number of hours required to accomplish all aspects of the job as outlined in the job description.
4. **Non-Exempt:** Hourly and salaried employees eligible to receive overtime pay as per DOL regulations. Non-exempt employees are paid for the hours worked to complete their job as outlined in the job description.
5. **Classroom/Direct Care Staff:** This includes positions where the employee's primary duties involve direct care and supervision of children. POSITIONS INCLUDE: Teacher, Lead Teacher, Teacher's Aide
6. **Administrative Staff:** This includes positions where the employee's primary duties involve supervision of employees, program/curriculum, financial and managerial responsibilities. POSITIONS INCLUDE: Director and Assistant Director.
7. **Facilities Staff:** This includes positions where the employee's primary duties involve maintenance of facilities, preparation of food, janitorial and/or transportation. POSITIONS INCLUDE: Kitchen Manager and Janitorial Personnel.



## **Job Descriptions**

### **Policy 2.3**

*Adopted September 2021*

Employees will be provided, at the time of hire or change position, with a copy of the Job Description for their assigned position. As per Policy, an employee's assigned position can change at any time. The purpose of the Job Description is to provide specific detail of the duties, responsibilities and expectations for the position to which the employee has been assigned. Job Descriptions will be amended from time to time at the discretion of and in the best interest of Ranger Roundup Learning Center.

Employees will be provided with updated copies of their Job Description following amendment and will be notified by their Director when the new duties, responsibilities and expectations become effective. Ranger Roundup Learning Center will give as much notice as is practicable of changes, additions and amendments to Job Descriptions, but is not required to give any specific advance notice of change.

Employees may be assigned duties and/or responsibilities by their Director at any time that don't appear on their Job Description. Employees are required to complete the assigned duties as if they were part of the written Job Description. Employees who refuse to complete additional assigned duties will be subject to disciplinary action up to and including termination.



## **Recruitment**

### **Policy 2.4**

*Adopted September 2021*

Ranger Roundup Learning Center strives to employ persons who are the best qualified to fill the needs of the school in accordance with the qualifications and essential job functions listed on the job descriptions.

All advertisements or postings for job vacancies must be approved by Director and Superintendent.



## **Application Policy 2.5**

*Adopted September 2021*

All new applicants and current employees applying for a new position with the agency are required to complete the Perryton ISD Application for Employment. The Perryton ISD Application for Employment can be found online at [perrytonisd.org](http://perrytonisd.org). To be considered for the position, the applicant must COMPLETELY fill out the Application and submit it in a timely manner as per the job posting.

If at any time after hire, it is determined that an employee of Ranger Roundup Learning Center lied or misrepresented anything on the Application, the employee will be subject to disciplinary action up to and including termination.

Upon hire, employees will be required to complete additional documentation for employment and provide proof of credentials, certifications, and experience.



## **Interview**

### **Policy 2.6**

*Adopted September 2021*

The Director will select Candidates for interview from the applications received for the position. Candidates will be interviewed by Director.

All hiring is subject to the approval of the Director.



## **Resignations**

### **Policy 2.7**

*Adopted September 2021*

Employees are required to give a two-weeks' notice of the intent to resign so that Ranger Roundup Learning Center has an adequate amount of time to find a replacement for the classroom. Notice must be in writing and given to the Director. Employees may not be absent from work for any reason during the notice period.

The moment an employee resigns from Ranger Roundup Learning Center, all Paid Time-Off, Holiday Pay and any other form of compensation issued to the employee are forfeited and Paid Time-Off cannot be used during the remainder of their employment. The cost of CPR/First Aid certification and/or renewal (\$40 unless documentation is found to show Ranger Roundup Learning Center paid a higher amount, then that amount will prevail) and FBI fingerprinting (\$40 unless documentation is found to show that Ranger Roundup Learning Center Paid a higher amount, then that amount will prevail) may be deducted from the final paycheck if the employee has worked less than six months.

If the employee fails to give a two-week notice, or does not work out their two-week notice, their final paycheck will reflect the hours worked. Their final paycheck will be direct deposited on the next payday for Perryton ISD.

Employees who give the required notice, return all school property in their possession, are not absent from work during the notice period and comply with all applicable employment policies will be considered for re-hire.

Employees who fail to meet the above requirements will be ineligible for re-hire.

In certain circumstances where the Director feels it is in the best interest of Ranger Roundup Learning Center, a resigning employee may be told they do not need to report for duty during the notice period. Should this be the case, the resigning employee will be notified in writing of their last day of duty. The employee will only be paid for hours worked and will not be paid for un-worked hours during the two week period given.



## **Abandonment of Position**

### **Policy 2.8**

*Adopted September 2021*

Employees will be considered to have abandoned their position, and have permanently separated themselves from employment, for reasons such as:

1. Walking off the job without permission from the director or assistant director prior to the end of your assigned work period.
2. Leaving work prior to the arrival of any arranged coverage. If the arranged coverage does not show, you cannot leave until other coverage is arranged or a director indicates that you may leave without coverage after confirming that ratios can still be met.
3. Not reporting for work as assigned and/or not following the notice procedures according to Policy 3.4, Hours of Attendance/Work Schedule to notify your Director of your absence.
4. Failure to return from any type of approved Leave of Absence according to the Leave Request/Approval.
5. Failing to request and have granted an extension to an approved Leave of Absence in advance of the original Expiration date of the Leave Request/Approval.

Employees who abandon their positions will be ineligible for rehire.

Employees who abandon their positions forfeit all benefits including paid time off.

The final paycheck will reflect hours worked and will be direct deposited on the next pay day for Perryton ISD.



## **Former Employees**

### **Policy 2.9**

*Adopted September 2021*

Former employees are not permitted on Ranger Roundup Learning Center property without prior permission from the Director. Former employees who wish to visit or attend a school function must contact the Director in writing, via email or via telephone to ask permission. Granting permission is in the sole discretion of the Director and will be based upon the best interest of the school.

Current employees may not discuss any matters related to Ranger Roundup Learning Center or its clients with a former employee. Any inquiries made by a former employee to a current employee should be directed to the Director. As the former employee is no longer part of the school, any and all discussions with them by current employees would be a violation of the Confidentiality Policy and will result in disciplinary action up to and including termination.

Former employees should also be aware that professional code of conduct and confidentiality still apply even after employment is terminated. Ranger Roundup Learning Center will seek to hold former employees accountable for any violation of client and or staff's right of privacy. Further, Ranger Roundup Learning Center will pursue all legal remedies for actions which slander, defame and or impugn the business reputation of the agency.

Former employees will only be eligible for re-hire if they meet the following criteria:

1. Gave appropriate notice to leaving employment. (This may be waived in cases of emergency medical circumstances that make giving notice impossible);
2. Returned all school property prior to leaving employment;
3. Presented no issues following separation of employment, i.e.....maintained professional code of conduct, maintained confidentiality according to agency's confidentiality policy;
4. Did not otherwise abandon her/his position.

Former employees seeking re-hire must personally contact the Director in writing, by email and/or by telephone to inquire as to their eligibility for re-hire prior to submitting an application.





## **Return of School Property**

### **Policy 2.10**

*Adopted September 2021*

Upon separation of employment, departing employees are required to return any and all agency property given to them during the course of their employment. The cost of any unreturned property will be deducted from the employee's final paycheck.

Examples of School Property that may be in an employee's possession would be computers, tablets, curriculum books or CDs, keys, credit cards, and polo or t-shirts given to the employee with the Ranger Roundup Learning Center logo.

Further, Ranger Roundup Learning Center will pursue all legal avenues available to recover stolen property and/or work product including but not limited to contacting local police and filing a civil action lawsuit for damages.



## **Assignment**

### **Policy 3.0**

*Adopted September 2021*

Employees will be assigned to a position for which they are qualified, based on the needs of the school in an effort to provide services of the highest quality and efficiency, and to maintain compliance with The Texas Department of Health and Human Services Child Care Regulation. Ranger Roundup Learning Center will make employee assignments in its sole discretion. An employee's assignment includes position, pay, scheduled hours and location.

Ranger Roundup Learning Center reserves the right to change an employee's assignment at any time to continue to meet the needs of the agency and to maintain compliance with The Texas Department of Health and Human Services Child Care Regulation.

Employees may request a change of assignment in writing to their Director. Employees should indicate the reason for the request, any and all benefits the change would provide the school and the specific schedule, position and/or pay change the employee is requesting. The Director will review the request, discuss the reason and benefits the change offers the school with the employee and the Director prior to the Director making a final decision. For additional information see Policy 3.1, Transfer.

Employees will be required to work overtime or alternate schedules as assigned by a member of the leadership team. Employees will be given as much notice as possible when changes to their normal work schedule are made.

Employees who refuse re-assignments will be subject to disciplinary action up to and including termination.



## **Transfer**

### **Policy 3.1**

*Adopted September 2021*

#### Voluntary Transfer

A written request from an employee for a transfer within their job classification may be considered by the School. Written request should be submitted to the Director and must include the position to which the employee would like to be transferred, the reason for the request, and perceived benefits to the agency. Ranger Roundup Learning Center will evaluate the employee's request based upon the needs of the agency. The decision to approve an employee's transfer request is at the sole discretion of Ranger Roundup Learning Center.

Employees may apply for any vacant position within Ranger Roundup Learning Center for which they are qualified in accordance with Policy Assignments, and will receive the same consideration as any applicant applying for the position.

#### Involuntary Transfer

As the school needs vary, Ranger Roundup Learning Center reserves the right to change an employee's assignment in its sole discretion. Changes to an employee's assignment may include changes to one of more of the following: position, pay, scheduled hours, and/or location.

Employees who refuse a transfer will be subject to disciplinary action up to and including termination.



## **Acting Appointment Policy 3.2**

*Adopted September 2021*

The school may appoint an employee to fill a position on a temporary basis.

The employee will automatically return to her or his previous position when the acting appointment is completed.

Employees who refuse an acting appointment may be subject to disciplinary action up to and including termination.



## **Hours of Attendance/Work Schedule**

### **Policy 3.3**

*Adopted September 2021*

Employees will be advised of their regularly scheduled hours at the time of hire. Work schedules are prepared by the Leadership Team each week and will be posted on Friday on Band. The schedule will include work hours, and days off.

Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. Employees who refuse a schedule change will be subject to disciplinary action up to and including termination as stated in the Assignment Policy Number 3.0 and Transfer Policy Number 3.2.

If you are unable to report to work for any reason, you must notify your immediate director at least two hours **prior** to your scheduled starting time; you must receive a response to your notification. Openers must notify the director the night before if at all possible. Failure to notify your immediate director in a timely manner or failure to receive a response will be considered unexcused and the employee will be subject to disciplinary action. Employees who fail to notify their director AND receive a response will be considered to have abandoned their position, and the employee will be considered to have voluntarily terminated their position. Refer to Policy Number 2.8 Abandonment of Position.

Non-exempt employees must seek prior approval for completing work assignment at home. Permission will only be granted in limited circumstances as employees are afforded time during their scheduled work day to complete all tasks as assigned in their job description. Employees who find they cannot complete assignments during their schedule hours of work should discuss this with the director. Non-exempt employees who take work home without prior approval will be subject to disciplinary action up to and including termination.

As required by licensing regulations, Perryton ISD and/or Ranger Roundup Learning Center employees will from time to time, attend trainings, meetings and/or conferences to meet Professional Development/Training Hours. Please refer to Policy Number 3.8 Professional Development for further information and requirements.

If you do not receive a response from the Leadership Team regarding your absence, you are required to attend work at your scheduled time. A determination of time off will be made then. If you do not attend work, you will be considered to have abandoned your position, and you will be considered to have voluntarily terminated your position.



## **Meals and Break Periods**

### **Policy 3.4**

*Adopted September 2021*

Depending on the Work Schedule assigned, some employees may be provided with regularly scheduled meal or break periods.

While Ranger Roundup Learning Center strives to provide regular meal and break periods to employees, there may be times when, due to enrollment and employee absences, employees may be told by their director that their meal or break period is being postponed, shortened or canceled on a given day. Maintaining ratio at all times throughout the school is of critical importance and employees are required to work as assigned to ensure ratios are maintained. Any employee who ignores a director's instruction to postpone, shorten or miss a meal or break period will be considered to have abandoned their position and voluntarily resigned.

Anytime an employee leaves the Ranger Roundup Learning Center property for personal reasons, break time, errands, meal times etc, the employee must be clocked out.



## **Policy on Personal Belongings**

### **Policy 3.5**

*Adopted September 2021*

The goal at Ranger Roundup Learning Center is to provide a safe and positive environment for all children enrolled in our program. In order to do this, all employees of Ranger Roundup Learning Center must be free from distractions that may prevent proper supervision and may cause poor judgment while performing the assigned work duties. Items brought into the classroom must be safe and age-appropriate for the children each employee is assigned to work with. In order to ensure a safe and appropriate environment for the children, all employees are prohibited from bringing personal items into the working environment.

While recognizing the personal needs of each employee and their families, Ranger Roundup Learning Center will provide lockers for each individual to store personal belongings while they perform their job duties. Below are guidelines that each employee must read and accept to follow while employed:

1. Each employee will be assigned a locker for personal belongings.
2. Employees may bring their own lock, either combination or key, to secure their belongings.
3. Employees are to lock up belongings prior to clocking in and gather after clocking out each day.
4. Items prohibited by the Texas Department of Family and Protective Services are not allowed into the center, such as tobacco items, alcoholic beverages and weapons.
5. Employee's needing to keep their personal phones on them must have prior permission from the director.
6. Prescription and over the counter medication, with the exception of approved medications to treat a diagnosed special need, must be placed in the assigned lockers during hours of operations.



## **Work Related Travel**

### **Policy 3.6**

*Adopted September 2021*

In accordance with Policy Number 3.8 regarding Professional Development/Training Hours, any employee may be required to travel to and from alternate work sites to complete required training hours, for professional interaction and/or to complete work assignments.

Please refer to the Perryton ISD Employee Handbook page 19 for more information.





## **Professional Development Policy 3.7**

*Adopted September 2021*

Ranger Roundup Learning Center and our state regulations require all employees to participate in career/professional development opportunities. Ranger Roundup Learning Center will provide opportunities for employees to participate in career/professional development through online training, in-service training, meetings, and attendance at special training programs, conferences and workshops. The specific number of hours required for each position will be indicated on the job description.

Occasionally, employees may be asked to present their summary at a staff meeting or other in service event.

Non-exempt employees who travel for training events will be compensated at a rate established in the Perryton ISD Employee Handbook. Please see Lesa Kemp at the district office for more information.

Any employee who does not receive the required number of training/professional development hours as stated on their job description and/or additional hours as assigned will be subject to disciplinary action up to and including termination.



## **Emergency Closings**

### **Policy 3.8**

*Adopted September 2021*

In any emergency the safety and security of the children and employees is of the utmost concern. Ranger Roundup Learning Center requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency scenario.

Due to severe weather conditions or other emergency situations, there may be times when the Ranger Roundup Learning Center facilities may be closed. Emergency closing is at the discretion of the Director and/or the Perryton ISD Assistant Superintendent and/or the Perryton ISD Superintendent.

#### Severe Weather

In the event of severe weather conditions, Ranger Roundup Learning Center will generally be open for services.

Employees are also instructed to contact their Director for further instructions.

#### Other Emergencies

Other situations, including but limited to, electrical power failure, lack of water, lack of heat or air conditioning, plumbing issues, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Ranger Roundup Learning Center facilities being closed at the discretion of the Director and/or the Perryton ISD Assistant Superintendent and/or the Perryton ISD Superintendent. Employees will be advised of their obligations in these situations.

In the event of emergency closing in the middle of the day, employees will be instructed by the Leadership Team as to their responsibilities during the emergency. Employees will be required to remain at the center as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with licensing regulations must be maintained even in emergency situations. Employees will be informed by the Leadership Team as to when they are able to go home. Employees may be required to go to another campus to assist during an emergency closing. Employees who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

#### Employee Pay during Emergency Closings

Exempt and Non-exempt employees will not be paid for days when Ranger Roundup Learning Center is open for services but the employee does not report to work due to weather conditions. Employees may choose to use Paid Time Off if it is available to them.

When the school closes after opening for the day, non-exempt employees will be paid only for the hours they actually work. Non-exempt employees may choose to use Paid Time Off for the balance of the regular work schedule when sent home due to inclement weather or other emergency situations.

If an employee does not have Paid Time Off available to them, the employee will not be eligible for pay during the inclement weather or other emergency closings as indicated in the above paragraphs.



#### Alternate Safe Location

Ranger Roundup Learning Center has designated locations as its alternate safe location. Employees are to read and be familiar the Emergency Preparedness Plan for their exact location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but not limited to: fire, flood, toxic spill, and/or fumes. The Director will make the determination to evacuate the center and proceed to the alternate safe location and will advise the employees as such. Employees are required in all emergency situations to have the tablet and Emergency Binder for their classroom when exiting the center. Again, employees must remain with the children in the alternate safe location until they are dismissed by a director.



## **Employment Records**

### **Policy 4.0**

*Adopted September 2021*

A confidential file will be maintained on each employee containing all employment related documents such as the job and salary history, performance appraisals, corrective action or coaching plans, disciplinary actions, general correspondence and other documents that pertain to employment with Ranger Roundup Learning Center. To comply with the Americans with Disabilities Act, Ranger Roundup Learning Center keeps all medically related information in a separate confidential file with restricted access.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

An employee may have supervised access to her or his state file during normal business hours upon request to the Director. Employment records may not be removed from the Ranger Roundup Learning Center facility. Employees are prohibited from removing any documents from their employment record. Employees may only add documentation to their employment record with the permission of the Director.

Employees may request a copy of their state file for a reasonable copying fee. This request must be submitted to the Director in writing. The Director will inform the employee the amount of the copying fee, which must be paid in advance. The copying fee will be \$1/page. Requests for copies of Employment Records will be provided in a timely manner, usually 2 weeks, from the date the employee pays the copying fee. Employment records will only be released to the employee and/or their Attorney at Law. Attorneys must present a Letter of Representation in order to receive a copy of an employee's employment record.



## **Required Employment Documentation**

### **Policy 4.1**

*Adopted September 2021*

The following is a list of documents that each employee is required to complete at the time of employment and update as needed throughout the course of employment. Employees who fail to provide the required documents within the prescribed time frame will be subject to disciplinary action up to and including termination.

- 1 General Employment Application
- 2 IRS Form W-9 and two forms of government issued identification
- 3 Notarized Affidavit from Child Care Licensing
- 4 Government or state issued ID
- 5 Proof of High School Graduation/GED
- 6 Proof of highest level of education achieved
- 7 All required clearances and background checks
- 8 Professional Development Certificates of Attendance
- 9 Confidentiality Agreement
- 10 Proof of TB Test (if applicable)
- 11 Acknowledgment of Personnel Policies
- 12 Acknowledgment of Operational Policies
- 13 Vaccine Preventable Disease Acknowledgement
- 14 Job Description Acknowledgment
- 15 Orientation Acknowledgment



## **Access to Employment Records**

### **Policy 4.2**

*Adopted September 2021*

Employees will be granted access to their state file upon written request to the Director. Ranger Roundup Learning Center will allow employees to review their state file in person, at a time which is mutually convenient to both the employee and Director. Employees are NOT permitted to remove anything from the Employment Record and will not be allowed to view their Employment Record without the Director present. Employees may only add information to their Employment Record with the permission of the Director.

Employees may request a copy of their state file for a reasonable copying fee. This request must be submitted to the Director in writing. The Director will inform the employee the amount of the copying fee, which must be paid in advance. The copying fee will be \$1.00 USD/page. Requests for copies of Employment Records will be provided in a timely manner, usually 2 weeks, from the date the employee pays the copying fee. Employment records will only be released to the employee and/or their Attorney at Law. Attorneys must present a Letter of Representation in order to receive a copy of an employee's employment record.



## **Electronic Employment Records**

### **Policy 4.3**

*Adopted September 2021*

Ranger Roundup Learning Center may store and/or transfer personal employee information in an electronic format. Personal information may include name, address, social security number, driver's license number, banking account information. This information is kept and shared electronically for payroll, tax, and licensing purposes only. Electronic storage and transfer of personal data is handled with special care and security considerations to protect the employee's identity.

Ranger Roundup Learning Center and PISD review and update the security systems in place to protect the personal data stored electronically.

In compliance with state and federal laws, Ranger Roundup Learning Center will provide specific written notice to employees should there be a breach of security which compromises any employee personal data.



## **Employment References**

### **Policy 4.4**

*Adopted September 2021*

Written requests for references should be directed to the following:

Ranger Roundup Learning Center

Attn: Director

PO BOX 1094

Perryton, TX 79070

Ranger Roundup Learning Center will release information regarding position(s) held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing.

Any employee who provides a reference for another employee on behalf of Ranger Roundup Learning Center without authorization from a director will be subject disciplinary action including termination.

Employment/Internship references for high school and/or college students will be provided upon written request of the student to the Director and may include more subjective information related to quality of work, knowledge of child development or other relevant areas of expertise and work ethic as requested by an instructor, college professor or guidance counselor.





## **Employment Verification**

### **Policy 4.5**

*Adopted September 2021*

From time to time employees may request that Ranger Roundup Learning Center verify employment, position held, salary, address, and other information for credit and other purposes. Written requests must be made to the following:

Ranger Roundup Learning Center

Attn: Director

PO Box 1094

Perryton, TX 79070

Requests for employment verification sent to any other employee may create a delay in releasing the information. Unauthorized employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the Director.

All requests must be made in writing. Ranger Roundup Learning Center will not verify employment by telephone. The request must include the employee's written authorization to release or verify any information.

Occasionally Ranger Roundup Learning Center receives subpoenas for employee information. Ranger Roundup Learning Center is required by law to release the information requested in the subpoena and will comply with any subpoena it receives. The employee and/or their Attorney at Law will receive a copy of everything submitted in response to a subpoena.



## **Required Clearances and Background Checks**

### **Policy 4.6**

*Adopted September 2021*

Employees and Volunteers with access to children are required to have the following clearances and background checks on file with Ranger Roundup Learning Center prior to working in any capacity with children.

- 1 FBI Fingerprint Check
- 2 State Police Criminal Background Check
- 3 Child Abuse Registry Check

Employees will be fingerprinted every five years as required by the Texas Department of Health and Human Services Child Care Licensing. In the event that an employee is arrested or convicted of a crime, they must notify the Director within 24 hours. Failure to comply with criminal background check policies will result in termination.

All fee's associated with background checks are the employee's responsibility. Fee's vary by site. The employee will be responsible for the initial cost of fingerprinting and/or background checks. PISD will reimburse the employee within 10 business days of a cleared background check. PISD only reimburses for the background check fee, not an fee's associated with out of state checks or any other fee. Employee's must submit their receipt to the director for reimbursement. If an employee separates from Ranger Roundup Learning Center within 6 months, that fee will be taken out of their final paycheck.



## **Employee's Personal Representative Policy 4.7**

*Adopted September 2021*

Ranger Roundup Learning Center will only discuss details of an employee's employment status with the subject employee. This includes but is not limited to: job assignment, salary, days off, attendance, performance, promotion, demotion and pay. Ranger Roundup Learning Center will not at any time entertain inquiries made by the parents, spouses and/or other acquaintances of an employee. Ranger Roundup Learning Center follows this policy because to do otherwise would be unprofessional and a violation of the employee's rights of privacy.

Ranger Roundup Learning Center will, at the employee's request, discuss employment related information with the employee's retained Attorney at Law. The employee's Attorney at Law **MUST** present a Letter of Representation before Ranger Roundup Learning Center will communicate in anyway with them.

In the case of a personal or medical emergency, Ranger Roundup Learning Center will contact a designated emergency contact person on the employee's behalf. Employees will be required to list an emergency contact person as part of their employment documentation.

Employees will be subject to disciplinary action up to and including termination when someone continues to contact and/or harass the employer regarding an employee's employment status. Further, the employer will contact the police to report any harassment.



## **Employee Code of Conduct**

### **Policy 5.0**

*Adopted September 2021*

The Director believes that the purpose of the Employee Conduct Policy is to set standards of workplace conduct, improve employee performance and customer service. As such, the policies included in this section shall serve as a guide for directors and employees and shall be used as guidance in evaluating and correcting employee behavior and performance that does not meet standards. Employees who fail or refuse to meet the standards of conduct outlined in the following policies will be subject to disciplinary action up to and including termination.

As the basic standard of fairness in the school, employees are to be informed of the types of behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide. Corrective actions result from failure to abide by the standards. It is the policy of the Leadership Team that the standards of conduct for employees be equitably enforced.

Each employee is expected to conduct her/himself in a manner befitting her or his status as an employee of Ranger Roundup Learning Center and Perryton ISD. All employees shall refrain from actions or public announcements, which reflect adversely upon the center and school district. Employees shall exercise prudence and discretion in regard to all official business of the center and school district.

A corrective action may include a reprimand, written warning, probation, suspension, or termination as deemed appropriate by Ranger Roundup Learning Center. All disciplinary actions, with the exception of termination, will include a corrective action/personal improvement plan component that the employee is required to complete. Any employee who fails or refuses to complete the corrective action/performance improvement plan as assigned will be subject to additional disciplinary action up to and including termination. Please see Disciplinary Action/Personal Improvement Plan Policy Number 12.1 for additional information.



## **Client Relations**

### **Policy 5.1**

*Adopted September 2021*

Clients are our organization's most valuable asset. Every employee represents Ranger Roundup Learning Center to our clients and to the public. The manner in which we perform our jobs presents an image of our entire organization to our clients and the community at large. Clients judge all of us by how they are treated by each and every employee. Nothing is more important than being respectful, courteous, friendly, helpful, and prompt in the attention given to clients.

Your personal contact with the public, your manners on the telephone and the communications we send to clients are a reflection not only of your own professionalism, but also of the professionalism of Ranger Roundup Learning Center. Positive client relations not only enhance the public's perception or image of Ranger Roundup Learning Center, but may also pay off in increased enrollments and contracts.

As a requirement of your employment all employees of Ranger Roundup Learning Center will interact respectfully, courteously, and promptly with our clients. In cases where a client (parent of an enrolled child, authorized pick up/emergency contact person) is being negative, aggressive, hostile and/or verbally abusive to any employee, the employee is expected to remain calm and professional and exit the situation as respectfully as possible. The employee must immediately report the details of the client's behavior to their director. Employees will be held accountable and disciplined according to Disciplinary Action/Performance Improvement Policy Number 12.1 if they respond to a poorly behaving client in a negative, threatening or hostile manner. Employees may be firm in stating that the client's behavior is inappropriate and that they must stop or leave the premises immediately, but they may not engage in any type of verbal or physical altercation.

Employees who fail to have appropriate client relations will be subject to disciplinary action, up to and including termination.



## **Business Ethics and Conduct**

### **Policy 5.2**

*Adopted September 2021*

The successful business operation and reputation of Ranger Roundup Learning Center is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct, personal integrity and best business practices.

The continued success of Ranger Roundup Learning Center is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to Ranger Roundup Learning Center, and its clients, to act in a way that will merit their continued trust and confidence.

Ranger Roundup Learning Center will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with his or her immediate director for advice and consultation. Where the course of action is still not immediately clear, the Director or PISD designee will consult with legal counsel or other consulting experts for guidance.

Compliance with this policy of Business Ethics and Conduct is the responsibility of every Ranger Roundup Learning Center employee. Disregarding or failing to meet this standard of business ethics and conduct will result in disciplinary action up to and including termination.



## **Customer Service**

### **Policy 5.3**

*Adopted September 2021*

Ranger Roundup Learning Center prides itself on providing the best customer service in the industry. We believe that the professional relationships we build with our families is what sets us apart from other providers in the area. Ranger Roundup Learning Center has adopted the following customer service policies and expects all employees to comply.

#### Front Office Staff

- Parents and children are your first priority. Plan your day accordingly. Avoid focusing on computer and paperwork projects during drop off and pick up time so that your attention will be directed towards families entering and exiting the building rather than being distracted by the computer or paperwork.
- Every parent and child entering and exiting the building is to be welcomed by their first names. Greet the family, ask a simple questions, such as, "How was your evening?" and then wish them a fond farewell as they leave the building. Parents should feel welcomed when they enter the building. They should know you are focused on them.
- Front office staff are to have age appropriate conversations with parents in the office. Be aware that other children and other families may hear your conversations. Some comment made to particular parents may be offensive to other parents passing by.
- When dealing with negative or tough situations, staff is to respect the families' confidentiality. Front office staff is to take families aside or into the director's office to have difficult conversations. Remember, others passing by hear everything that is said. This includes conversations on the phone that may be overheard by families in the lobby. Ranger Roundup Learning Center respects all families' privacy and discussing confidential or sensitive information in front of other families will not be tolerated and is grounds for immediate termination.
- The front office is to be supervised at all times, especially during drop off and pick up times. Families walking into an unsecured building will feel uncomfortable and question the safety of the children. Front office staff are to be available to the parents as needed.
- Per the Ranger Roundup Learning Center Policy 8.4 Children in the Office, children are not allowed in the front office.
- Front office staff are to assist the teachers in difficult transitions as needed. If you notice a parent having a difficult time dropping off, you are to help the teachers and parents. Ranger Roundup Learning Center staff are available to serve parents when in need.

#### Classroom Teachers

- During drop off and pick up times, parents and children are your first priority. Engage the children in activities that allow you to welcome the parents and help transition children into the classroom as needed. Be aware that what parents see during drop off and pick time is what they perceive to take place all day long. Productive, creative and stimulating activities should be planned during the morning drop off and afternoon pick up.
- Teachers are to call parents and children by name when entering the classroom. During drop off times, teachers are to welcome children with a hug when appropriate. Teachers are to always welcome children at eye level. Remind parents of an exciting activity listed on the lesson plan that particular day.



- Teachers are to pay close attention to conversations with parents. While speaking to families, position yourself in a place so that proper supervision of the classroom still takes place. Conversations are to be age appropriate, keeping in mind that other children and families can hear what is being said. Confidential or sensitive information is never discussed in the classroom or in front of the children. This includes, but not limited to the parent's own child.
- All communication with parents must have a purpose and be in the best interest of the child and the school.

In the event that a parent comes aggressive or the behavior of the parent placed the children in the classroom at risk, the teacher is to immediately call the front office for assistance. Teachers are not to engage in negative conversations with parents in front of the children and without front office assistance.





## **Acceptance of Gifts and Gratuities**

### **Policy 5.4**

*Adopted September 2021*

Employees of Ranger Roundup Learning Center are prohibited from accepting gifts, money, services, or gratuities from vendors, contractors, and all other persons doing business with Ranger Roundup Learning Center.

Should a vendor or business associate of Ranger Roundup Learning Center present an employee with the offer of a gift, gratuity, services or money the employee should state directly and politely that acceptance would be a violation of employment rules and direct the client, vendor or business associate to the Director.

If an employee receives a gift from a client, it is at the sole discretion of the client.

Violation of this policy will result in disciplinary action up to and including immediate termination.



## **Employee's Personal Items**

### **Policy 5.5**

*Adopted September 2021*

Ranger Roundup Learning Center is not responsible for an employee's personal items brought to the Ranger Roundup Learning Center facility or to any work-related field trip or training session.

Employees are prohibited from bringing personal items to the workplace without consent of the Director. Work space is provided for the employee to successfully complete the requirements of her or his position.

According to the Texas Department of Health and Human Services Child Care licensing regulation, ALL prescription and/or over the counter medication must be kept in the employee's assigned locker out of reach of children. Employees are strictly prohibited from carrying any prescription and/or over the counter medication, including vitamins and supplements on their person, in their purse or any work bag or in their classrooms. Employees requiring medication during the work day must secure their medication in their assigned locker. The only exception would be for rescue inhalers and items considered a reasonable accommodation to a disability under the Americans with Disability Act. Employees must inform the Director that they are carrying an item described throughout the school. If any other medical condition requires an employee to keep emergency medication on their person at all times, the employee MUST present the Director with medical certification detailing the need for medication to be immediately available. Ranger Roundup Learning Center will evaluate these circumstances on a case by case basis. Ranger Roundup Learning Center will dialogue with the employee and their certified health care provider and the licensing authority to see if a reasonable accommodation can be reached so as not to violate the above referenced licensing regulation while maintaining the employee's and children's health and safety.

Personal electronic devices such as cell phones, smart watches, MP3 players and video games are prohibited in all classrooms without prior permission from the director. These items must be stored in the employees' assigned locker. Failure to comply with this policy is grounds for immediate termination.



## **INSPECTION AND SEARCHES**

### **Policy 5.6**

*Adopted September 2021*

Ranger Roundup Learning Center has the right to require employees, while on duty or on Ranger Roundup Learning Center premises including parking lots, to agree to inspections of personal property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

Ranger Roundup Learning Center reserves the right to remove an employee's personal possession(s), which it deems inappropriate for the workplace.

An employee who is terminated will not be given an opportunity to clean out their work area. Any personal property which may be in the work space will be packed and shipped to the employee at the employee's expense.



## **Care of Employee's Children**

### **Policy 5.7**

*Adopted September 2021*

Ranger Roundup Learning Center allows employees to enroll their children in the program when space is available. Under most circumstances, an employee who has a child enrolled in the center where she or he is employed will be prohibited from providing direct care to her or his child.

Any tuition reduction benefit is discussed in Policy Number 6.10 Discounted/Free Tuition for Children of Employees.

Employees are required to complete ALL enrollment documentation, including a tuition agreement. Employees with a child(ren) enrolled in the program are required to comply with all licensing regulations and parent policies.

Ranger Roundup Learning Center reserves the right to dis-enroll an employee's child(ren) if the employee's performance is affected by having their child(ren) at the center. Employees must remember they are employed to perform a specific job description and must not allow themselves to be distracted by having their child(ren) enrolled in the program. The employee must not interfere with the director or authority of their child(ren)'s classroom teacher or other staff as assigned to care for the employee's child.

Employees are required to have back up plans for their children's care when the child is unable to attend the program due to illness or closure of the educational program for Professional Development. Employees should not assume that they will be relieved from duty if their child is sick and must be sent home during the day. Employees are accountable to ratios and continuity of care for the children in the program and MUST have contingency plans in place, emergency contacts and alternate pick-up persons on record in their child's file.

Ranger Roundup Learning Center will not provide continued care to the children of terminated employees. Employees who resign under favorable circumstances and are eligible for consideration for re-hire must discuss the continued enrollment of their child with the Director. Ranger Roundup Learning Center will determine in its sole discretion whether continued enrollment of an employee who has resigned is permitted on a case by case basis.

Non-enrolled children of employees are PROHIBITED from entering upon school property except with the prior approval of the Director or when the employee's family is invited to participate in school activities.



## **Confidentiality Policy 5.8**

*Adopted September 2021*

This Confidentiality Policy has been adopted to ensure confidentiality and protection of individual rights of privacy for children, families, and employees of Ranger Roundup Learning Center. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee's responsibility to maintain confidentiality regarding information learned about, children, their parents/guardians, families and other employees extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Employees must be diligent in their efforts to maintain confidentiality, and should be aware that there are job related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual employee and the school.

### Confidentiality of Children's and Families' Information:

- a. All children's records must be kept onsite in a locked and secure file.
- b. Access to children's records is limited to employees with a "need to know".
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families' private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, the employee's family or any other community member is prohibited.
- g. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- h. All requests for release of information shall be directed to the Director.
- i. Information will only be released to persons outside of Ranger Roundup Learning Center with the express written consent of the child's parent or legal guardian.

### Confidentiality of Employee's Information

- a. All employee records must be kept onsite in a locked and secure file.
- b. Access to an employee's records is limited to appropriate supervisory employees.
- c. An Employee's records must not be removed from the center.
- d. An Employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. An Employee's private information must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special



caution must be taken to be sure other children, families, or employees do not overhear information, that is confidential.

- f. Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- g. Information and documents, which are considered to be confidential include, but are not limited to medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- h. All requests for release of information to persons outside of Ranger Roundup Learning Center shall be directed to The Director.
- i. Information will only be released to persons outside Ranger Roundup Learning Center with the express written consent of the employee.

#### Confidentiality Related to Proprietary Information

Ranger Roundup Learning Center has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything, which the company or employee designs, produces, implements, and markets is treated as PROPRIETARY INFORMATION, also called trade secrets. Proprietary Information includes, but shall not be limited to, the school's client list (including all address and contact information), employee list (including address and all contact information), curriculum (including themes, calendars, lesson plans), philosophy, mission statement, personnel policies, and parent handbook.

No employee may discuss Proprietary Information with other employees in any public place where it is possible they could be over heard. Employees must understand that it is not only their duty to protect Ranger Roundup Learning Center's Proprietary Information during their term of employment, but the legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains Proprietary Information at the time of separation of employment. Ranger Roundup Learning Center is ready and willing to enforce this obligation through all available legal remedies, as necessary.

#### Violation of Confidentiality Policy

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action up to and including termination. In addition to job related consequences, the employee/volunteer may face possible civil liability for their actions.



## **Supervision of Children**

### **Policy 5.9**

*Adopted September 2021*

The foremost responsibility of any employee of Ranger Roundup Learning Center is the appropriate supervision of all children assigned to their care. Employees are required to comply at ALL TIMES with ratio requirements as outlined by the Licensing Authority and all other Licensing regulations related to the appropriate supervision of children.

Signs are posted to remind employee's to STOP, SCAN and COUNT their primary care group to make sure all children are accounted for at all times.

NO CHILD OR GROUP OF CHILDREN IS TO BE LEFT UNATTENDED AT ANY TIME, FOR ANY LENGTH OF TIME. Failure to maintain appropriate supervision at all times will result in disciplinary action up to and including termination. Failure to appropriately supervise a child or group of children is cause for disciplinary action up to and including immediate termination. Employees MUST be able to name and identify all children assigned to their care upon prompting to do so.



## **Guidance and Discipline of Children**

### **Policy 5.10**

*Adopted September 2021*

Employees are prohibited from using physical forms of punishment, corporal punishment, severe verbal reprimands, embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time. Employees who engage in any type of prohibited form of discipline will be subject to disciplinary action up to and including termination. In most cases an employee will be immediately terminated for any such offense.

Employees are required to use positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Employees are to be direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors.

Children who are exhibiting behavior that is dangerous to themselves and/or to others and are not responding to corrective measures should be referred to the Director.

Ranger Roundup Learning Center's staff members are to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Staff will never use "time out" in disruptive situations. Staff will never use corporal punishment or negative discipline that may hurt or humiliate a child. The use of corporal punishment is grounds for immediate termination.

Repeated negative behaviors will be documented with a Behavior Incident Report. Staff will document what happened, what was going on when the behavior happened, list any possible triggers and give a brief description of the incident. Multiple Behavior Incident Reports in a day may result in suspicion from the program until a parent/teacher/director conference is held to determine the child's readiness and ability to join the classroom environment.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

Ranger Roundup Learning Center employees use Conscious Discipline techniques as outlined in our Frog Street Curriculum. These techniques include:

- Our role is to teach behavior, not stop behavior.
- Adults seeing themselves as role models in the classroom. Adults are to behave in the same manner expected of the children.
- Using active calming techniques for both children and adults
- Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not punish.
- Meeting the needs of the children so that they can meet the needs of their peers.
- Allowing children to express their emotions while supporting and comforting children in distress.





- Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our program.
- Greeting each child every morning in a positive and impactful way.



## **Sleeping on Duty**

### **Policy 5.11**

*Adopted September 2021*

Sleeping during working hours is prohibited for all employees.

Any employee who is found to be sleeping while on duty will face disciplinary action up to and including termination. **Sleeping on duty is cause for immediate termination for any employee responsible for the direct supervision of children as this behavior results in a failure to provide appropriate supervision of children and is a safety issue.**



## **Nepotism Policy 5.12**

*Adopted September 2021*

For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the employee's immediate household

Family members of current employees may be a valuable source of qualified applicants; however, members of the same family will not be permitted to work with the same age group.

No person shall hold a position over which a member of her or his immediate family exercises supervisory authority.

Taking the needs of the center in to account, it is at the director's sole discretion if hiring a family member will create a hardship on Ranger Roundup Learning Center, the employees of Ranger Roundup Learning Center or the children and families of Ranger Roundup Learning Center.



## **Conflict of Interest Policy 5.13**

*Adopted September 2021*

A conflict of interest is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of Ranger Roundup Learning Center. It is the policy of Ranger Roundup Learning Center that all directors and employees will avoid personal transactions or situations in which their personal interest will or appears to conflict with those of Ranger Roundup Learning Center. For the purpose of this policy a member of an immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the employee's immediate household

A conflict of interest occurs whenever an employee permits the prospect of direct or indirect personal gain to influence her or his judgment or action when acting on behalf of Ranger Roundup Learning Center. The following examples are representative but not inclusive of potential conflicts of interest:

- a. No employee shall do business with a member of her or his immediate family on behalf of Ranger Roundup Learning Center, unless the circumstances of the proposed relationship have been clearly reviewed by the Executive Director and Vice President and has been deemed to have no potential or inherent conflict of interest qualities.
- b. All employees must deal with suppliers, contractors, clients, children, and all other persons doing business with Ranger Roundup Learning Center in the best interest of Ranger Roundup Learning Center without favor or preference based on personal consideration.
- c. No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for any reason other than agency purposes.
- d. No employee shall deal with Ranger Roundup Learning Center or with one of Ranger Roundup Learning Center clients or suppliers as a representative of another firm or for her or his own account.
- e. No employee shall participate in the selection, award or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.
- f. No employee shall solicit, accept or offer gratuities, favors, or anything of monetary value from other employees, persons receiving benefits or services, from contractors or potential contractors, for personal

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gain or inherent conflict of interest.



## **Non-Fraternization**

### **Policy 5.14**

*Adopted September 2021*

Clients of Ranger Roundup Learning Center shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate professional distance, and respect.

Employees should abstain from any intimate physical contact and/or romantic involvement with clients. Employees should also avoid any unwelcome advances and intimate propositions made by clients. Employees are required to report to the director any advances or attempts at intimate acts made by clients or co-workers. Employees are strictly prohibited from dating the parent(s)/guardian(s) of currently enrolled children.

Employees should abstain from any intimate physical contact or involvement with other employees. This shall include dating other employees employed at the same facility.

Employees should immediately report any action by a client or employee that would be considered a violation of this policy to his or her immediate director.

Employees who violate this policy will be subject to disciplinary action up to and including termination.



## **Non-Solicitation**

### **Policy 5.15**

*Adopted September 2021*

Employees of Ranger Roundup Learning Center are strictly prohibited from solicitation of any kind while on any Ranger Roundup Learning Center property.

Employees who violate this policy will be subject to disciplinary action up to and including termination.



## **Outside Employment**

### **Policy 5.16**

*Adopted September 2021*

Ranger Roundup Learning Center understands that from time to time employees may choose to take a second job for personal reasons. Employees should be mindful that their performance while at Ranger Roundup Learning Center should not be affected in any way by their hours or duties at their other place of employment. Further, employees may not be employed in other places of employment that would negatively impact the professional reputation of the employee or whereby the duties performed at the other place of employment morally or ethically contradict the mission or philosophy of Ranger Roundup Learning Center.

Employees of Ranger Roundup Learning Center are prohibited from accepting any employment from any client of Ranger Roundup Learning Center. Clients shall include the enrolled children, their siblings, the parents and/or guardians of enrolled children and anyone residing in the household(s) of enrolled children.

Employees are specifically prohibited from accepting employment as a baby-sitter or nanny from any client of Ranger Roundup Learning Center.

This policy applies to paid and unpaid services the employee may be asked to perform for a client. For example, baby-sitting as a favor whereby no money is exchanged is prohibited.

Violation of this policy will result in disciplinary action up to and including termination.





## **Personal Appearance**

### **Policy 5.17**

*Adopted September 2021*

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. Employee's dress should reflect the professional nature of their position as well as be functional within the expectations and responsibilities of their job. All articles of clothing must be of adequate size and should be worn in a manner that covers the employee's midriff, chest, back and backside while performing all required job duties. Further, all clothing must be clean, wrinkle-free and in good repair without unpleasant odors, holes, tears and stains. Employees are required to wear appropriate foundation/undergarments at all times and at no time should said foundation/undergarments be seen through or outside of the employees clothing.

Employees working directly with children and any facilities staff are required to wear shoes with a rubber sole, with a closed front and back, which are fixed to the foot with laces, buckles, Velcro etc. The most appropriate shoe for employees working directly with children is a sneaker or loafer style shoe. All employees are prohibited from wearing sandals and flip-flops of any kind.

Employees should refrain from wearing large amounts of perfumes and other fragrances as other employees and/or children may be allergic to them or may find them offensive. From time to time, due to specific allergy issues of a child or staff member, employees in specific classrooms may be required to further restrict their use of fragrances, lotions, laundry detergent or fabric softener. In these specific circumstances the employee(s) that are subject to the additional restrictions will be notified.

Hair color is limited to natural hair colors.

Tattoos must be in good taste and not offensive to any client, child, employee or visitor of the program. Any tattoo that is perceived to be offensive must be covered. Tattoos should be covered by wearing appropriate clothing to cover them. They are not to be covered with bandages, Band-aids etc.

Employee's fingernails are to be trimmed to a length that does not present a risk of scratching children. If you can see your nails over the tip of your finger, when viewed with your palm facing you, your nails are too long and must be trimmed. This is both for safety and hygiene purposes.

Ranger Roundup Learning Center is not responsible for damage to or loss of an employee's articles of clothing, jewelry and/or accessories including district issued badges.

Employees are required to maintain appropriate standards of personal hygiene and grooming at all times. Hair must be washed and neatly groomed and hair products must not be overly fragrant due to allergy and asthma issues with other employees, children and or visitors.

While working employees may perspire as you are expected to be active with the children. Please be mindful of any personal odors and take care to use appropriate deodorant and/or soaps to prevent unpleasant body odor. It is never a comfortable situation for employees to work in close proximity to or for children to get close to an employee with a body odor issue. Please be sensitive to your fellow employees.



Acceptable tops include Ranger Roundup Learning Center t-shirts and polos, Perryton ISD school t-shirts and polos, child care themed shirts excluding shirts from other centers, shirts/tunics worn with leggings that cover the employee's behind and other tops and business casual clothes that meet all requirements in this section. Crop tops, see-through clothing, thin strapped shirts and shirts with rips or holes are prohibited.

Acceptable bottoms include traditional/regular jeans and capris without added "bling" such as buttons, beads or sequins, leggings with a long enough shirt to cover the employee's behind, scrub pants and other bottoms and business casual clothes that meet all requirements in this section. Sweat pants, joggers and yoga pants are prohibited.

Ranger Roundup Learning Center employees may wear hats when outside and on field trips. Hats are prohibited while inside the facility with the exception of kitchen staff.

The director and/or assistant director reserve the right to send any employee home at any time to change at their sole discretion.

Ranger Roundup Learning Center will provide employees with two polo shirts upon hire if the financial state of the program allows. Employees will have the option of purchasing additional shirts if they choose. Ranger Roundup Learning Center polo shirts are considered property of Ranger Roundup Learning Center and in the event that the relationship between the employee and Ranger Roundup Learning Center ends, all polo shirts must be returned within 72 hours of the termination of the relationship.

Violation of this policy will result in disciplinary action up to and including termination.



## **Political Activities**

### **Policy 5.18**

*Adopted September 2021*

During hours of employment, or while on school property, or with the use of school funds, employees of Ranger Roundup Learning Center are prohibited from the following:

- Participation in any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, for an election for public or party office.
- Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.
- Participation in any voter registration activity.

These activities are permitted when employees are on their own time, with their own funds so long as the employee does not assert or intimate that the employer has anything to do with their political activities. Therefore, employees are prohibited from identifying the employer in any way while engaging in political activity on their personal time. This includes wearing agency logos, referring to the workplace in conversations related to political positions and/or listing the employer's name on any sign or statement.

Violation of this policy will result in immediate termination.



## **Public Statements and Media Interactions**

### **Policy 5.19**

*Adopted September 2021*

Employees are strictly prohibited from speaking to any media source on behalf of Ranger Roundup Learning Center. Ranger Roundup Learning Center will designate an appropriate employee to speak on behalf of Ranger Roundup Learning Center in response to an event or incident involving the program, any employee, parent, and/or child. Ranger Roundup Learning Center will authorize the release of any statement and/or press release prior to it going out to the public.

All media inquiries or requests for information from parents should be directed to the Director and the employee should refrain from editorializing and commenting in any manner as the comments could violate rules of confidentiality, and/or compromise an investigation into the event, incident or issue.

Any employee that speaks to the media without proper authority related to an event, incident or issue effecting Ranger Roundup Learning Center and/or divulges confidential information regarding a child, parent or employee will be subject to disciplinary action up to and including termination.



## **Fraud, Lying and/or Falsifying Documentation**

### **Policy 5.20**

*Adopted September 2021*

Employees who provide false or misleading information on any school documentation including but not limited to, General Employment Application, Resumes, Documentation of credentials and/or past educational or employment history, Documentation of Professional Development, expense reports, payroll records, health appraisals, medical certifications, doctor's notes for absences, incident/accident reports, written accounts of events, issues, or incidents involving children, parent or employees of the agency, children's records will be subject to disciplinary action up to and including termination.

Employees will be required to sign all documentation with their name and date. Refusal to sign documentation is considered insubordination and will result in disciplinary action up to and including termination.



## **Insubordination**

### **Policy 5.21**

*Adopted September 2021*

Insubordination is defined as specific and direct disregard or refusal to comply with the legitimate directive of a director.

If at any time an employee knows a director's directive to be illegal or out of compliance with licensing regulations, the employee should attempt to discuss the concern with the director to gain a clearer understanding of the directive and to resolve the potential conflict.

Employees who are insubordinate will face disciplinary action up to and including termination.



## **Mandated Reporting of Suspected Child Abuse and Neglect Policy 5.22**

*Adopted September 2021*

Under the Child Protective Services Act, Mandated Reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

**ALL EMPLOYEES of Ranger Roundup Learning Center are considered Mandated Reporters, under this law.**

Employees are encouraged to discuss any suspicions of child abuse/neglect with the Director, who will make all reports of suspected child abuse/neglect on behalf of Ranger Roundup Learning Center to Child Protective Services. However, the employee may make the report directly to Child Protective Services at any time.

The employees of Ranger Roundup Learning Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Ranger Roundup Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

### GUIDELINES ON CHILD ABUSE

The following pages contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have ANY suspicions or concerns regarding a child, please get in touch with the Director and begin to keep an anecdotal record of the child.

### CHARACTERISTICS OF BATTERED CHILDREN

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured the child usually appears to:

*Have no close feelings or affect with parents or other people.*

*Be fearful. Be quiet.*

*Show no reaction to pain or expectation of being comforted.*

Having had violent physical contact with adults in the past, the child is often:

*Wary of physical contact initiated by an adult.*



When other children cry, the battered child:

*Becomes apprehensive and watches them cautiously and nervously.*

The battered child will also become:

*Apprehensive when an adult approaches the crying child.*

While in a new situation, the child:

*Seeks safety in sizing up the situation and being alert for danger.*

Children who have been battered do not behave as typical children do.

*They display many adult-like reactions.*

#### INDICATORS OF CHILD NEGLECT

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups: physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. *Malnourished*
2. *Ill-clad or dirty*
3. *Overcrowded or unhealthy sleeping arrangements*
4. *Receiving inadequate supervision*
5. *Totally unsupervised*

Many of the above mentioned characteristics are also indicative of emotional neglect, along with the following:

1. *An insecure child, seemingly withdrawn or overaggressive*
2. *Failure to attend school regularly*
3. *Constant friction in the home*
4. *Exposure to unwholesome and demoralizing circumstances*
5. *Denied normal nurturance*

#### REPORTING CHILD ABUSE IN TEXAS

In Texas, the Department of Family and Protective Services investigates reports of suspected child abuse, and neglect. DFPS Employees are available to receive referrals at the local district office at any hour (1-800-252-5400)

#### IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:





Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action. As mandated reporters, employees of Ranger Roundup Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.” Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

#### PENALTY FOR FAILURE TO REPORT

**Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$500.00 or up to six months imprisonment or both, and will face disciplinary action up to and including termination.**

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- Failing provide appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

#### EMPLOYEES ACCUSED OF CHILD ABUSE/NEGLECT:

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of Child Protective Services investigation as well as any criminal charges filed against the employee. Please refer to the Investigatory Suspension Policy 12.3 contained herein. If Ranger Roundup Learning Center can provide an alternate work location where children are not present during any part of the day, the employee may be assigned to that location temporarily. This will be considered on a case by case basis and determined at the discretion of the Executive Director.

Ranger Roundup Learning Center will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

Ranger Roundup Learning Center will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report.

Employees indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Employees cleared of the accusation by Child Protective Services and/or found innocent of criminal charges will be returned to their position on the first business day following receipt of documentation proving all charges and investigations are closed.



## **Employee Lactation Support Policy 5.23**

*September 2021*

Ranger Roundup Learning Center is proud to support breastfeeding mothers on their breastfeeding journey.

Ranger Roundup Learning Center will allow employee's flexible break times to breastfeed or pump. Please notify the director if you will need breaks outside of your typical break schedule to express milk.

Ranger Roundup Learning Center offers mothers a clean, quiet space other than a bathroom to express their milk. Mothers may breastfeed or pump their milk in their child's classroom or use the breastfeeding mother's space located in the hallway office.

Breast milk storage is available in the refrigerators in the infant classrooms.

Mothers have access to water to clean their supplies in the kitchen at the 3 compartment sink. Mothers have access to handwashing sinks in the bathrooms or in the kitchen.

Breastmilkcounts.com is an excellent source for breastfeeding resources.



## **Compensation Policy 6.0**

*Adopted September 2021*

It is the intent of Ranger Roundup Learning Center to pay wages and provide for merit and/or cost of living increases as well as maintain the various employee benefits; however, the ability to do so will depend entirely on what funds Ranger Roundup Learning Center receives. These amounts are often not known until well into any fiscal year or are fixed at the previous year's level of funding.

Ranger Roundup Learning Center funds come from several sources, such as tuition, subsidies, and Federal Food Program reimbursement. Based upon the expected availability of funds and the service needs of Ranger Roundup Learning Center in each program (as funds from one funding stream cannot be transferred to another), the Leadership Team will develop a compensation plan for each program. The implementation of this plan is based upon actual receipt of funds. Employees will be notified of the compensation plan and time frame for implementation.

The positions at Ranger Roundup Learning Center require the employment of individuals with varied skills, background, education and experience. Compensation Plans from one school are not applicable to another school.



## **Payroll Policy 6.1**

*Adopted September 2021*

### **PAYWEEK:**

The school work week begins Sunday 12:01 AM and ends on Saturday at midnight.

### **PAYPERIOD:**

Employees will be paid BI-WEEKLY on Friday.

Salaried Employee's will be pay MONTHLY on the 25<sup>th</sup>.

When a payday falls on a holiday, paychecks will be issued on the day before the holiday.

Paychecks will be direct deposited by Perryton ISD.

Any questions regarding payroll may be directed to Lesa Kemp at 806-435-5478 ext. 222 or Diane Goldsberry at 806-435-5478 ext. 232.



## **FINAL PAYCHECK**

### **Policy 6.2**

*Adopted September 2021*

Final Paychecks will be issued to the employee on the next regularly scheduled pay date. The final paycheck will be direct deposited by Perryton ISD. In certain circumstances where proof of delivery is necessary the final paycheck may be mailed via certified mail, return receipt requested.



## **Overtime Policy 6.3**

*Adopted September 2021*

Overtime occurs when a Non-Exempt employee WORKS over 40 hours in a pay week. Paid time off, Holiday Pay, Meals or Break Periods or other non-working time for which an employee may be paid, do not count towards calculating hours worked per week. The pay week is defined in Policy Number 6.1 Payroll.

The nature of the duties and responsibilities of some non-exempt employees may require occasional overtime work. Overtime work should be considered an exceptional situation.

All overtime work must be approved by the employee's immediate director prior to working any overtime hours. In cases when obtaining prior approval is not possible, such as situations involving late pick of children or other emergency or unforeseen situations, the employee must inform their director of the situation as soon as possible following the overtime hours. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

The director will fill out an overtime worksheet to be signed by the employee who has worked over time and the director. This worksheet will be turned in to the PISD payroll clerk.

As per Policy Number 3.4 Hours of Attendance/Work Schedules, non-exempt employees are specifically prohibited from doing work at home without prior approval. Approval will only be granted in limited circumstances with specific regard to whether the work will create an overtime pay situation.

A director may inform an employee of the need to work overtime with little or no notice. Employees who refuse overtime assignments may be subject to disciplinary action up to and including termination.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked at the rate of time and one half the employee's regular hourly rate of pay as prescribed by applicable wage and hour laws.



## **Recording Time Worked**

### **Policy 6.4**

*Adopted September 2021*

All employees are required to clock in and clock out at the beginning and end of each shift. All employees must verify and sign a bi-weekly Payroll Time Sheet and return it to Director at the end of each pay period. If the employee is absent when Payroll Time Sheets are distributed, the director will attempt to contact then employee with visual proof of their hours such as through a text, email or message on Band. Employees who falsify the Payroll Time Sheet will be subject to disciplinary action up to and including termination. Employees who fail to complete the Payroll Time Sheet or submit it in a timely manner may have their paycheck shorted hours and may be subject to disciplinary action up to and including termination. Exempt and Non-Exempt employees are required to account for ALL hours worked on their payroll record.

It is NOT the responsibility of the person who processes payroll to catch mistakes or complete missing information on payroll Time Sheets. Employees who fail to complete their payroll record may be issued a paycheck only for the hours recorded on the payroll record. Any corrections MUST be made by the employee in writing with a director's approval. PISD Payroll clerks are unable to adjust hours after the pay period has ended. Repeated mistakes or submission of incomplete payroll Time Sheet will result in disciplinary action up to and including termination.

Employees may not complete a payroll Time Sheets for another employee under any circumstance. Employees who are unable to complete their payroll Time Sheet or productivity report MUST contact their director for assistance. Completing another employee's payroll Time Sheet or productivity report will result in disciplinary action up to and including termination for both employees involved.



## **Benefits**

### **Policy 6.5**

*Adopted September 2021*

Ranger Roundup Learning Center will offer benefits through PISD to full time employees based upon available funding. Each employee will be advised at the time of hire of the benefits for which they are eligible or may become eligible for. Employees will be notified of additional benefits and their eligibility during the course of employment.

Benefits may include, health care, vision, dental, reduced child care for employees' children, short term disability, and/or paid time off .

Ranger Roundup Learning Center and PISD do not guarantee any benefits to any employee. Ranger Roundup Learning Center and PISD reserve the right to change, cancel and/or deny benefits in its sole discretion to maintain the fiscal soundness of the school or as other school needs arise.

Ranger Roundup Learning Center and PISD will comply with all laws and benefits administrator's requirements for any benefit offered to employees. Employees may be directed to the third party benefit administrator for specific compliance, eligibility, enrollment or cancellation for any benefits offered by Ranger Roundup Learning Center.

Please refer to the PISD Employee Handbook or contact Lesa Kemp at 806-435-5478 ext. 222 for more information.





## **HealthCare**

### **Policy 6.6**

*Adopted September 2021*

Please refer to the PISD Employee Handbook or contact Lesa Kemp at 806-435-5478 ext. 222.



**Cobra**  
**Policy 6.7**

*Adopted September 2021*

Please refer to the PISD Employee Handbook or contact Lesa Kemp at 806-435-5478 ext. 222.



## **Discounted Tuition for Children of Employees**

### **Policy 6.8**

*Adopted September 2021*

Ranger Roundup Learning Center will attempt to provide reduced child care services to full time employees' children as the budget may allow. Employees seeking to enroll their child(ren) in the program must discuss placement and possible tuition benefits with the Director. Ranger Roundup Learning Center reserves the right to limit the number of employee's children receiving reduced child care at the center at any time.

In order to receive any available discounted or free tuition, the employee must first apply for any available federal, state or local child care subsidy. If an employee qualifies for federal, state, or local child care subsidy programs the employee would not qualify for discounted or free tuition under this benefit policy.

Employees are required to complete all enrollment documentation including a Tuition Agreement. Employees who fail to pay tuition according to the Tuition Agreement established upon enrollment will have their child care services terminated/suspended. In addition, employees will be subject to disciplinary action up to and including termination for failure to pay tuition according to the Fee Agreement established upon enrollment.

Employees are required to follow all policies outlined in the Ranger Roundup Learning Center Parent Handbook, including but not limited to, tuition payment due dates and late fees.

Ranger Roundup Learning Center employees will receive half off the posted weekly tuition rate as funding allows.



## **Holiday Pay Policy 6.9**

*Adopted September 2021*

Ranger Roundup Learning Center will be closed in observation of the following holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve

Christmas Day

In the event that a holiday falls on a Saturday or Sunday, Ranger Roundup Learning Center will evaluate the needs of our clients to determine if the holiday will be observed on the Friday before or the Monday after the holiday. Employees will be given a calendar at the beginning of each fiscal year indicating which days the facility will be closed. Holiday closures are at the sole discretion of the Ranger Roundup Learning Center's Director.

Full time employees will be paid for their regularly scheduled hours for the day on which Ranger Roundup Learning Center is closed for a holiday as Holiday Pay provided that the employee is available to work their regularly scheduled hours the business day before and after the designated holiday. Employees who are not regularly scheduled to work on a holiday will not be paid for the holiday. Employees who are on a Performance Improvement Plan will not be eligible for Holiday Pay while they are on an active plan.

Hours paid as Holiday Pay are not considered hours worked and therefore are not counted when determining overtime pay for non-exempt employees.



## **Paid Time Off Policy 7.0**

*Adopted September 2021*

Work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions.

As an employee of PISD, Ranger Roundup Learning Center full-time employees receive 5 state days, 5 local days and 10 vacation days per fiscal year (September 1<sup>st</sup>-September 31<sup>st</sup>). Days are prorated based on the employees start date the first year, then are loaded every September 1<sup>st</sup> thereafter. PISD allows a certain number of days to rollover to the next year. Please see Lesa Kemp or Diane Goldsberry at the PISD Administration Office for more information.

Employees may carry any state days to another district upon separation.

Paid time off must be requested two weeks in advance with an absence from duty report signed by the employee and the director. Employees must check the calendar posted in the front office copy closet to ensure the date they are requesting is available, as only one employee is to be off at a time. Once the employee's time off is approved the director will write the employees name and the directors initials on the dates that have requested off. TIME OFF IS NOT APPROVED UNLESS IT IS WRITTEN ON THE CALENDAR AND INITIALED BY THE DIRECTOR.

Employees are required to use their paid time off for any dates they are absent from work with the exception of paid holidays. Once all days have been used, the employee will not receive more time off until days are reloaded on September 1<sup>st</sup>. Employees who leave employment (either by resignation or termination) will forfeit all paid time off remaining. Since days are loaded September 1<sup>st</sup>, an employee may have used all of their paid time off at the time of separation; in that case, PISD Payroll clerks will dock those days out of the employees' final paycheck.

If an employee calls in sick on a day when their time off request was denied, the employee will face disciplinary action up to and including termination.

If any employee is requesting frequent time off and/or frequently missing work, the employee may face disciplinary action up to and including termination.

Please see policy 7.3 Leave without pay for days taken off beyond the allotted days.



## **Family and Medical Leave Policy 7.2**

*Adopted September 2021*

Please refer to the PISD Employee Handbook or call Lesa Kemp at 806-435-5478 ext. 222.



## **Leave without Pay**

### **Policy 7.3**

*Adopted September 2021*

Work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will not be granted leave beyond their Paid Time Off and personal leave [OR AS REQUIRED UNDER THE FMLA POLICY ] as a standard practice. Emergency circumstances will be considered on a case by case basis.

Leave without pay will only be granted in extenuating circumstances. Leave without pay **must** be approved in advance of the requested start date of the leave by your immediate supervisor. Requests must be submitted in writing. Employees will receive notice of the approval/denial for leave of absence in writing.

Leave without pay which has not been approved by your supervisor will be considered a voluntary termination.

Excessive need for leave without pay may result in termination.



## **Military Service Leave Policy 7.4**

*Adopted September 2021*

Please refer to the PISD Employee Handbook or call Lesa Kemp at 806-435-5478 ext 222.





## **Bereavement Leave**

### **Policy 7.5**

*Adopted September 2021*

Bereavement leave will require an absence from duty report signed by the employee and the director. Bereavement leave will be taken from the employee's allotted days off.



## **Jury and Witness Duty**

### **Policy 7.6**

*Adopted September 2021*

Please refer to the PISD Employee Handbook or call Lesa Kemp at 806-435-5478 ext 222.



## **Health and Safety Policy 8.0**

*Adopted September 2021*

Ranger Roundup Learning Center is required under the law to maintain compliance with all local and state Department of Health regulations including but not limited to reporting communicable diseases in children and employees, maintaining a hygienic environment and proper storage and service of food items. Employees can find a copy of these regulations in the front office. Employees are required to comply with all posted and expressed policies and procedures to ensure compliance with Department of Health regulations.

Additionally, while employed at Ranger Roundup Learning Center, employees will always keep the health and safety of all children, parents, and co-workers as a priority. Listed below are examples of health and safety practices that must be followed at all times:

- Washing staff and children's hands as outlined in the Texas Minimum Standards for Child Care Centers
- Wearing gloves when handling bodily fluids
- Making others aware of freshly mopped floors
- Always ensuring another adult is present when climbing on a ladder
- Never being the only adult in the building
- Following child/staff ratios as outlined in the Texas Minimum Standards for Child Care Centers
- Disinfecting toys and equipment on a regular basis
- Being aware of children's food allergies and how to handle food allergy emergencies
- Participating in emergency plans as needed to protect the children, staff and parents in the program

Employees at Ranger Roundup Learning Center must maintain a healthy environment while also providing superior customer service to visitors and parents. Local City and Health Codes must be followed and maintained through-out the day. While in the classrooms, employees are encouraged to eat the school lunch with the children as stated on our policy on Meal Service. No outside food, such as food brought from home, fast food or snacks, is to be eaten in the classroom in front of the children. Employee's personal snacks are to be stored in the kitchen pantry, labeled with the employee's name and are to be eaten in the kitchen on the employee's break time.

Failure to maintain and ensure compliance with any and all posted, published and expressed health and/or safety policies will result in disciplinary action up to and including termination.



## **Release of Children**

### **Policy 8.1**

*Adopted September 2021*

Children are only to be released to parents and authorized individuals listed on the child's enrollment form and/or in Child Pilot. In the event a court order is in place, Ranger Roundup Learning Center will follow court orders exactly as written. In the absence of a court order, both parents have legal rights. If an employee is unaware of an individual picking up the child, they are to contact the front office before releasing the child to the individual. All employees have the right to ask for the state issued ID of any person attempting to pick up any child at any time.



## **Infant Sleep Safety Policy 8.2**

*Adopted September 2021*

All employees are trained in Infant Sleep Safety guidelines. These guidelines must be followed in any classroom with children 12-months and younger. Guidelines include safe practices and requirements for sleep positioning, crib requirements and restrictions, mattresses, bedding, blankets, toys and restrictive devices. Infants are never to sleep in swings or restrictive devices such as bouncy seats or chairs with straps. Infants are prohibited from being swaddled. Failure to follow Infant Sleep Safety guidelines is grounds for immediate termination.



## **Staff in Classrooms After Hours**

### **Policy 8.3**

*Adopted September 2021*

In order to protect all parties involved, staff are prohibited from entering or interacting in classrooms while they are off the clock without prior permission from the director.



## **Children in the Office**

### **Policy 8.4**

*Adopted September 2021*

For the health and safety of all parties involved, children are prohibited from being in the front office area. Many items located behind the front desk or the office are not safe or appropriate for children. In addition, per Minimum Standards for Child Care Centers, administrators must not perform administrative or clerical functions while supervising children. This includes, but is not limited to, answering the telephone, and working on financials or files.

In the event of behavior issues or disruptive behavior, staff should use proactive techniques when working with the children. Bringing a child to the office for “time-out” never makes a situation better, only creates a larger issue in the future.



## **Gang-Free Zone**

### **Policy 8.5**

*Adopted September 2021*

Ranger Roundup Learning Center is a gang-free facility. Any employee who has an association with a gang is not allowed on the property.





## **Vaccine-Preventable Diseases**

### **Policy 8.6**

*Adopted September 2021*

Effective July 1st, 2019, Ranger Roundup Learning Center has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

#### **Vaccines that we currently recommend our employees receive:**

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, Ranger Roundup Learning Center recommends that employees consider these immunizations.

The employee will provide written documentation if there are any exemptions that would prevent them from receiving an immunization for a vaccine-preventable disease.

If the employee decides that these immunizations are appropriate and beneficial for their health and well-being, and receive the immunization, they are asked to provide the Center Director with the documentation that the immunizations have been received.

Ranger Roundup Learning Center will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand sanitizer. The use of protective medical equipment will be based on the level of risk the employees present to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. Ranger Roundup Learning Center will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees of Ranger Roundup Learning Center.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this policy will result in the employee not being able to work directly with children.



## **Accidents**

### **Policy 8.7**

*Adopted September 2021*

Accidents or injuries involving children must be reported immediately to Director. Employees will be required to complete accident/injury reports for these incidents. The Director will call the child's parents to apprise them of the incident/accident as necessary. The teacher may also report via Child Pilot to the parent in the event of less serious accident/injury. A parent is required to sign the accident/injury report at the time of pick up. A copy of the signed accident/injury report will be given to the child's parent and a copy should be given to Director to file. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to Director. Employees will be required to complete accident/injury reports for these incidents. The accident/injury report should be given to Director. These documents will become part of the agency's record.

Any employee who fails to appropriately report, or files a false accident/injury report will be subject to disciplinary action up to and including termination.



## **Employee/Workers Compensation**

### **Policy 8.8**

*Adopted September 2021*

All employees are covered by Workers Compensation Insurance. Please refer to the Perryton ISD Employee Handbook or call Lesa Kemp at 806-435-5478 ext 222 for more information.

Any employee who fails to appropriately report, or files a false accident/injury report will be subject to disciplinary action up to and including termination.



## Bloodborne Pathogens

### Policy 8.9

*Adopted September 2021*

The Bloodborne Pathogens policy covers all employees who “reasonably anticipate” coming into contact with human blood and other potential infectious materials (OPIM), which includes but is not limited to: semen, vaginal secretions, and any bodily fluid that visibly contains blood.

Employees may, in the course of her or his daily activities, come into contact with other potentially infectious materials. Those situations include, but are not limited to the following:

- providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- diapering children or cleaning up after a child has a toileting accident.
- handling of contaminated items such as soiled clothing, tissues, and diapers.
- cleaning up and handling broken glass and/or sharp objects

Employees are required to treat all children and fellow employees as though they are infected with a bloodborne pathogen regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with Bloodborne Pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the employees or administration of Ranger Roundup Learning Center ; as such information is confidential and protected by law. Common Bloodborne Pathogens include but are not limited to: HIV, Hepatitis, Syphilis, and Herpes. These and other Bloodborne Pathogens are transmitted primarily through blood, and other potentially infected materials (OPIM) which include but are not limited to: semen, vaginal secretions any bodily fluid that visibly contains blood.

Employees are required to report any incident of exposure to blood or OPIM to the Director. Additionally, the employee is required to complete an **Exposure Control Incident Report** located in the front office. The completed **Exposure Control Incident Report** must be turned in to the Director within 1 hour of the exposure incident. An Exposure Incident Occurs when an employee comes in direct contact with or thinks they may have come in direct contact with another person’s blood or OPIM. Should an employee wearing personal protective equipment (i.e. Gloves) get blood on the personal protective equipment, an exposure incident would only occur if the personal protective equipment were to be breached in some manner (i.e. A torn or broken glove). **Failure to report an exposure incident and/or complete and turn in the Exposure Control Incident Report as outlined above will result in disciplinary action up to and including termination.**

Ranger Roundup Learning Center will make available to the employee or volunteer the following within 24 hours of an Exposure Incident at Ranger Roundup Learning Center’s expense: laboratory tests, including testing the employee’s blood, Hepatitis B Vaccination (if the employee has not been previously vaccinated against Hepatitis B) and a medical evaluation performed by a licensed medical professional. The employee has the right to decline any, or all of the above if they so choose. The employee is required to complete an **Exposure Control Consent Form** indicating the choices they have made.



All employees are required to strictly adhere to the Universal/Standard Precautions Procedures as outlined in the Universal/Standard Precautions Policy Number 8.10 to control exposure to Bloodborne Pathogens and to promote good hygiene.

Ranger Roundup Learning Center provides the following personal protective equipment: plastic gloves in a variety of sizes. Employees are required to have personal protective equipment in their immediate area at all times. Employees are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is designed. Failure to appropriately use personal protective equipment at any time will result in disciplinary action up to and including termination.

Employees should be mindful of blood or OPIM on their clothing or personal items. Contaminated clothing and personal items must be cleaned and/or disposed of in a manner to ensure that further exposure does not occur. This may require that an employee's clothing be torn or cut off and/or thrown away. Ranger Roundup Learning Center is not responsible for clothing or personal items ruined or destroyed as a result of contamination and/or removal as per this policy.

Employees are required to complete an annual Bloodborne Pathogens and Universal/Standard Precautions Training. Ranger Roundup Learning Center will provide the required bloodborne pathogen training and employees will be notified in writing of the date and time of such training. Failure to attend this training will result in disciplinary action up to and including termination.



## Universal/Standard Precautions Policy 8.10

*Adopted September 2021*

Employees are required to use Universal/Standard Precautions when handling blood and other potentially infectious materials (OPIM), or when it is reasonably anticipated that contact with blood or OPIM will occur. Other potentially infectious materials (OPIM) include any bodily fluids which visibly contain blood, semen, and vaginal secretions.

Universal/Standard Precaution Procedures involve the use of protective barriers (disposable gloves and CPR guards) when it is reasonably anticipated that an employee may have contact with blood or other potentially infected materials (OPIM). Examples of when Universal/Standard Precautions should be used include but are not limited to: cleaning up blood, OPIM or unknown substances or spills, cleaning broken glass and/or other sharps, giving first aide to another person, changing a diaper or assisting in toileting routines and when using a needle to administer medication or test blood sugar.

**Employees who fail to use Universal/Standard Precautions EVERY TIME it is warranted will be subject to disciplinary action up to and including termination.**

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:
  - Use antibacterial liquid soap and scrub hands for 1 minute.
  - Scrub tops of hands, palms, between fingers and under nails.
  - Rinse under water with hands pointed down.
  - Dry hands with paper towels.
  - Turn off the water faucet with a towel before disposing of it.
2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on your hands. If skin contact is made with these substances, wash the affected areas with soap under running water and immediately report the Exposure Incident to the Director.
3. Follow the Diaper Changing Procedure each and every time a child's diaper is changed.
4. Change gloves after contact with each child. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a trash can.
6. Supervise toilet trained/training children to ensure that they wash their hands well after using the rest room.
7. Wear disposable gloves when assisting a toilet trained/training child during toileting routines.
9. Clean up blood, OPIM and unknown spills on surfaces with Envirox.
10. Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency.



## **Smoke-Free Workplace Policy 8.11**

*Adopted September 2021*

All facilities, grounds, and vehicles of Ranger Roundup Learning Center are Smoke-Free Environments. Smoking is prohibited in any of these areas. Smoking includes cigarettes, pipes, cigars, e-cigarettes, vaping, marijuana (recreational or medical), and/or chewing tobacco.

In addition, employees are prohibited from becoming nuisances to Ranger Roundup Learning Center's neighbors by loitering on their property while smoking.

Employees are prohibited from smoking at any time while wearing the clothing they intend to wear to work on any given day to protect the infants and children with allergies and respiratory illnesses from any residue on your body, hair or clothing.

Violation of this policy will result in disciplinary action.



## **Substance Abuse Control Policy 8.12**

*Adopted September 2021*

Ranger Roundup Learning Center's management shall take necessary measures to assure that the use of alcohol or unauthorized substances by employees does not endanger the health, safety, and security of our children, employees, volunteers, Ranger Roundup Learning Center sites and the entire Ranger Roundup Learning Center operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on Ranger Roundup Learning Center premises, vehicles, or while conducting program business off site are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on Ranger Roundup Learning Center premises, vehicles, or while conducting Ranger Roundup Learning Center business off premises is strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on Ranger Roundup Learning Center premises, vehicles, or while conducting Ranger Roundup Learning Center business off premises.

The use of alcohol or marijuana on or in Ranger Roundup Learning Center property or vehicles is also prohibited.

Employees are prohibited from coming to work under the influence of any drug, legal or illegal. This includes alcohol, prescription medication which negatively affects an employee's judgment, attentiveness or cognitive function and/or marijuana.

Violation of this policy will lead to termination of employment.

### **PRE-EMPLOYMENT REQUIREMENT**

Ranger Roundup Learning Center will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before Ranger Roundup Learning Center offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from consideration for employment.

### **EMPLOYEE TESTING**

If there is a reasonable suspicion of substance abuse or misuse, because the employee's behavior or health appears to endanger the health, safety, or well-being of the children, Ranger Roundup Learning Center will require testing of the employee. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of Ranger Roundup Learning Centers ongoing evaluation program. Substance testing may be required (1) where reasonable suspicion exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations.

Refusal to comply with a request for testing is considered a violation of this policy and will result in disciplinary action up to and including termination.





Selection of quality controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the Ranger Roundup Learning Center Director or an authorized PISD employee. The Ranger Roundup Learning Center Director or authorized PISD employee will be assisted by a Medical Specialist in the selection of appropriate laboratories for substance abuse testing.

#### INSPECTION AND SEARCHES

The Ranger Roundup Learning Center program has the right to require employees, while on duty or on Ranger Roundup Learning Center premises including parking lots, to agree to inspections of Ranger Roundup Learning Center property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

#### NOTIFICATION OF AN INDICTMENT OR COMPLAINT

Employees are required to notify the Ranger Roundup Learning Center of any criminal drug statute indictment no later than 24 hours after such an indictment. The Director must notify PISD if an employee at her or his worksite has been indicted or if there is a complaint within 8 hours after receiving such notice. Further, the Director must notify the State Department of Human Services licensing division of an employee incident or complaint within 24 hours or on the next work day. The Executive Director will notify the employee of termination of employment due to violation of the Ranger Roundup Learning Center's Substance Abuse Policy, the Texas Minimum Standards, the Texas Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

#### IMPLEMENTATION

It is the responsibility of the Director to implement the Ranger Roundup Learning Center Substance Abuse Policy. Ranger Roundup Learning Center and PISD should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining the Ranger Roundup Learning Center Abuse Policy, (3) Addressing drug problems in employee meetings, (4) Raising the employees' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

#### INDICTMENT OR OFFICIAL COMPLAINT

The school must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act, must not be at the center while children are present and must not have contact with the children until the charges are resolved.

#### PERSONNEL RECORDS

The school must maintain personnel records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

#### CONVICTION OF A FELONY VIOLATION



No one may serve as a Director or employee of a Ranger Roundup Learning Center who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act.

#### CONTACT WITH CHILDREN

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act must not be at the Ranger Roundup Learning Center while children are present and must not serve in any capacity where there is contact with children.

People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the Ranger Roundup Learning Center.

People must not smoke in the children's presence or consume alcohol when children are at the center.

People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

#### PERSONNEL ACTION

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities.



## **Firearms Policy 8.13**

*Adopted January 1, 2019*

Per the Texas Minimum Standards for Child Care Centers and the Texas Penal Code, firearms are strictly prohibited in any educational facility serving minors. If an employee has a hand gun permit, the fire arm must remain in the employee's personal vehicle and is prohibited inside the building. Bringing a firearm into our building is grounds for immediate termination.



## **Written Communication**

### **Policy 9.0**

*Adopted September 2021*

All written communication must be checked for appropriate grammar, spelling and punctuation prior to distribution. As often as possible, written communication should be typed and distributed on agency letterhead. Standard business etiquette should be followed for all written communications.

Any handwritten communication **MUST** be neat, legible and checked for appropriate grammar, spelling and punctuation.

Any written communication to clients or any licensing or regulatory authority **MUST** be reviewed and approved by the Director prior to distribution.

Employees are **REQUIRED** to sign ALL documents they prepare as part of their work.



## **Internet Policy 9.1**

*Adopted September 2021*

Ranger Roundup Learning Center provides internet access in the workplace for employee use.

Employees are required to closely supervise any child accessing the internet. Children are ONLY permitted access to approved websites or apps which relate directly to approved curricula activities and goals as part of designed lesson plans.

Employees are encouraged to use the internet to research topics, plan activities and lessons and expand their knowledge base as it relates to the program curriculum. Employees are PROHIBITED from accessing the internet for any recreational, personal or non-business related purpose during work hours or at any time on any agency issued device.



## **EMAIL, CHILD PILOT & TEXT MESSAGING**

### **Policy 9.2**

*Adopted September 2021*

When communicating with parents, employees must send all communications through the Child Pilot Portal. All messages and communications should be sent from the employee's individual profile with a picture uploaded. Employees must log all activities from their own profile in order to ensure accurate information is relayed to parents.

When communicating with parents through email, Employees are required to communicate **ONLY** through provided PISD issued email addresses. When using email, employees are required to copy the Director on ALL communications.

Text messaging is to be used as the last possible means of communication, as a proper phone call is the most appropriate means of reaching out to a parent. Approval to communicate through text message must be obtained by the Director prior to the communication.

All communications should use proper grammar and standard spelling. All communications should be signed with the employee's full name and position. Employees are **NOT** permitted to use emojis, text, shorthand/abbreviations or codes when communicating with clients. All communications are to be professional, informational and purposeful.

Employees are **PROHIBITED** from using their personal cell phone and/or email address to communicate with any client of Ranger Roundup Learning Center. Any employee giving out their personal cell phone number or email address to any client, or taking the cell phone numbers and or email addresses of any client for use outside of their work responsibilities will be subject to disciplinary action up to and including termination.

Should an employee access their personal email account on any agency issued device (computer, iPad, tablet, or cell phone) Ranger Roundup Learning Center may then have the right to access and search the employee's personal email account through the agency issued device.

Violation of this policy will result in disciplinary action up to and including termination.



## Mail/Telephone/Cell Phone Policy 9.3

*Adopted September 2021*

Employees are not permitted to make outgoing personal telephone calls during work hours unless authorized to do so by the Director.

Employees are not permitted to receive personal telephone calls during work hours except in the case of an emergency.

Ranger Roundup Learning Center's telephones are intended for Ranger Roundup Learning Center business and are not intended for personal use. Personal telephone calls should be made only in emergencies or during your break time.

In special circumstances, when discussed in advance with the Director, an employee may have items sent to the work site, when no other option for delivery is available. Any and all mail, packages delivered to Ranger Roundup Learning Center are subject to inspection by the Director prior to distribution to the employee. Employees should NOT have mail of any personal or confidential nature sent to them at work.

Personal Cell phones may be used during break time. Phones must be stored in their assigned lockers or in an employee's vehicle while staff member is present with children. Phones are not allowed in the classroom without prior permission from the director or assistant director. Use of a personal cell phone or other device while responsible for supervising children will be considered a lack of supervision and appropriate disciplinary action will be taken. **You CAN NOT supervise the children AND use your cell phone at the same time...so DON'T do it!**

Ranger Roundup Learning Center may issue certain employees a business cell phone. Employees are prohibited from using any agency issued cell phone for personal reasons. Any employee using a business cell phone for personal reasons will be subject to disciplinary action up to and including termination.

Every time you make or receive a business telephone call, you are representing not only yourself, as a professional, but Ranger Roundup Learning Center. Good telephone etiquette to follow includes:

- Answer promptly and courteously.
- Identify yourself and your department.
- Example: Hello, Ranger Roundup Learning Center, this is Amy, may I help you?
- Keep your conversation business-like and brief, avoiding prolonged chats.
- Transfer incoming calls to the appropriate party courteously and quickly.
- Take messages accurately and relay them to the person as soon as possible.
- Answer questions thoroughly to ensure that the caller has received the information requested.
- Be available to respond to clients' calls to ensure good client service and to minimize the cost of return calls.
- Close your conversation with a pleasant "Good-bye."



## **Computers/iPad and Tablets**

### **Policy 9.4**

*Adopted September 2021*

Through various quality improvement programs, Ranger Roundup Learning Center has purchased computers, iPads, and tablets which are available for classroom use. These devices are to be used **ONLY** for proscribed business/educational related purposes. Employees are prohibited from using any of these devices for personal reasons. Employees are only permitted to use the devices as it relates to the appropriate performance of their job duties, which may include: using Child Pilot, lesson planning, curriculum topic research, program enrichment, training, child development and special needs research, social, educational, and community services research and other functions related to their listed job functions.

Ranger Roundup Learning Center will provide each classroom a tablet to use Child Pilot, if the financial state of the program allows, each teacher will be issued a tablet.

Children may only use computers, iPads, tablets and other such devices under the direct and constant supervision of an employee. These devices are to be used for educational enrichment and not entertainment nor for the purpose of simply occupying the child(ren). All use of these devices by children must be in conjunction with appropriate curriculum goals and lesson plans which must identify the skill set and learning objective(s) which relate to their use.

Children under two years of age are not permitted to use any screens (iPad, tablet, computer or phone) for any reason.

Screen time for children over two years of age should be limited to no more than 1 hour per day or the current Minimum Standard.





## **Social Networking Policy 9.5**

*Adopted September 2021*

Employees are strictly prohibited from posting any confidential information obtained during the course of performing their duties from any child and/or employee file on their personal social networking site. Confidential Information is defined in the Confidentiality Policy Number 5.8.

Employees are strictly prohibited from including photographs of currently enrolled children and/or the families served by Ranger Roundup Learning Center on any internet website and/or blog including but not limited to websites like Instagram, Twitter, Snapchat, and Facebook.

Social Networking posts and updates during working hours are a reflection on your professionalism. Persons reading your posts will make negative assumptions about your professionalism and attentiveness to the children.

Any use of personal social networking sites with parents/family of currently enrolled children should be limited. Engaging in any social media with any currently enrolled child is PROHIBITED. For example, in terms of Facebook privacy should be limited to “friends only” so anyone not friends with the user would not be able to see the posts. In terms of Twitter or Instagram privacy should be set so that only followers can view the user’s posts. All other social media sites should be set to similar privacy settings. This is to protect the professional reputation and privacy of the employee and keep the children and their families from making incorrect or negative assumptions about your ability to care for the child based on your Social Networking behavior. It is of the utmost importance that your personal life be kept separate from your professional one.

Any conduct on any social networking site that conflicts with or detracts from the employee’s professional reputation or interferes with their ability to perform the functions of their position, as outlined in the job description will result in disciplinary action up to and including termination.

Any violation of this policy will result in disciplinary action up to and including termination. Further, Ranger Roundup Learning Center will pursue all legal remedies available for actions in violation of this policy.



## **Photographs**

### **Policy 9.6**

*Adopted September 2021*

Pictures of the children, their families and/or the employees should be taken by employees using Ranger Roundup Learning Center issued devices. The photographs taken and any and all digital files containing photographs may only be used as directed by Ranger Roundup Learning Center. Employees are prohibited from using any photograph or digital file containing photographs for any personal use.

As part of the enrollment process Ranger Roundup Learning Center requests permission from parents to take photographs of children engaged in center sponsored activities. Some parents, for various reasons, withhold permission to photograph their child(ren). Employees will be provided with the names of children in their care who may not be photographed. When taking pictures of the children engaged in activities it is imperative that the children for whom we do not have permission to photograph are kept out of frame. These children should not be isolated or segregated in a way that obviously excludes them or embarrasses them. Employees should be considerate and take the opportunity to photograph a group or use an angle that does not remove the child from the activity, but excludes them from the picture.

Violation of this policy will result in disciplinary action up to and including termination.



## **Conflict in the Workplace**

### **Policy 10.0**

*Adopted September 2021*

#### **CHAIN OF COMMAND:**

Employees are required to address any and all concerns, questions or problems with the director prior to escalating the discussion to higher supervisory levels, except in cases where the concern, question or problem directly involves their director. Employees should refer to Ranger Roundup Learning Center's Organizational Chart in Policy Number 1.4.

#### **SOLUTION ORIENTED COMMUNICATION:**

In any situation involving a difference of opinion, issue, problem or concern, Ranger Roundup Learning Center expects that all employees engaged in discussion should remain focused on solving the problem. In all workplaces there will be disagreements and conflicts. The true test of a professional is how they handle the communication of ideas and opinions related to the problem or issue. Employees engaged in gossip or behavior that undermines efforts to solve or resolve conflicts within the workplace will be subject to disciplinary actions up to and including termination. Ranger Roundup Learning Center values the opinions and concerns of their employees, however, every issue and every request cannot always be handled in a way to make everyone happy or satisfied. The goal for Ranger Roundup Learning Center is to allow employees the opportunity to constructively communicate their ideas in an appropriate time and place so that effective decisions can be made. Employees may be asked to contribute ideas for solutions to the concerns, problems or issues they present to supervisors. Employees should not expect to simply complain or "vent" frustrations at supervisors, as those are not solution oriented means of communication. Conflicts between employees will be addressed with both employees present. Ranger Roundup Learning Center's supervisors will not referee between employees, but will instead expect both employees to act in a professional manner and attempt understand the other employee's position and to ultimately resolve the conflict. The only exception to this would be for complaints of harassment. Please refer to the Workplace Harassment Policy.

#### **CONFLICT RESOLUTION PROCESS:**

Should regular means of communication fail to effectively resolve an issue, question or conflict, employees may make use of the following Conflict Resolution Process. The following procedures have been established to ensure that all parties to any conflict receive fair and equal hearing by those responsible for resolving conflicts.

1. The employee/petitioner must submit a written statement to her or his director within 5 working days of the employee's knowledge of the event, which caused the conflict.
2. The director shall attempt to resolve the conflict within three working days following receipt of the statement and issue a decision.
3. If the employee/petitioner is not satisfied, or if, indeed the conflict is with the director, the employee/petitioner may appeal the director's decision within three working days to the Assistant Superintendent.
4. The Director shall attempt to resolve the conflict within three working days of receipt of the statement. The Director must issue a written decision and provide a copy of the decision to the petitioner/employee.

**Terminated/Former Employees are not eligible to participate in the Conflict Resolution process.**



## **Performance Appraisal**

### **Policy 11.0**

*Adopted September 2021*

The Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisals will be used to evaluate the entire period of employment since the employee's last appraisal.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity at orientation to discuss their job descriptions to ensure that each employee understands her or his responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form.

Performance Appraisals will be used as a foundation to establish goals for the employee. Employees will be encouraged to develop short and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will monitor the employee's progress toward attaining the goals by scheduling performance review meetings with the employee from time to time between formal Performance Appraisals.

The director will also present to employees the goals of the agency and their role in the successful attainment of these goals. The director will keep employees informed of the agency's progress and any changes in the agency goals.

Directors will also solicit input from other employees who work closely with the employee being appraised.

Employees will be asked to complete a Survey prior to the Performance Appraisal meeting, which will include information about the job, working conditions, and goals. The Survey will be discussed during the Performance Appraisal meeting.

Performance Appraisals will be conducted at least annually for each employee at anniversary of the date of hire.

Before the Performance Appraisal is presented to the employee, it will be reviewed and approved by the evaluating Director's superior.

Employees must acknowledge receipt of the Performance Appraisal by signing the instrument indicating that they have received a copy. Any employee who refuses to sign acknowledging receipt of the Performance Appraisal will be subject to disciplinary action up to and including termination.

Employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's confidential.

Any and all coaching or corrective action plans associated with the Annual Performance Appraisal must be completed in accordance with the steps and timeline provided in the Plan. Employees who refuse or fail to satisfactorily complete the coaching or corrective action plans will be subject disciplinary action up to and including termination.



## **Staff Communication Form**

### **Policy 12.0**

*Adopted September 2021*

A Staff Communication Form may be given to any employee when a minor violation of agency policies or procedures has occurred. A Staff Communication Form may be given by any member of the leadership team and need not be preceded by any other disciplinary action.

Employees are required to sign for receipt of a Staff Communication Form. Signature of receipt does not indicate that the employee agrees with the Employee Communication Form, it simply indicates that they have received a copy of the document. Failure or refusal to sign will be considered insubordination and will result in disciplinary action up to and including termination.

A copy of the Staff Communication Form will be placed in the employee's employment record.



**Disciplinary Action:  
Performance Improvement Plan  
Policy 12.1**

*Adopted September 2021*

Employees may be given a written warning for any violation of school policies and procedures. The written warning will clearly describe the deficiency in performance or conduct and will site the policy, licensing regulation and/or procedure violated. The written warning will contain a performance improvement plan, which will outline the necessary action to correct the deficiency(ies) and a time table under which the corrective action must occur.

Employees are required to sign for receipt of a written warning and indicate that they will complete the performance improvement plan. Signature of receipt does not indicate that the employee agrees with the written warning, it simply indicates that they have received a copy of the document and understands the corrective action proscribed. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination.

While on a Performance Improvement Plan, an employee is not permitted to use any given Paid Time Off or UNPAID Time Off, except as required under FMLA Policy 7.2 for qualifying FMLA related absences.

Employees will not be eligible for any holiday pay or bonuses while they are on a Performance Improvement Plan.

Copies of all documentation regarding performance improvement plans will placed in the employee's confidential record.



**Disciplinary Action:**  
**Probation**  
**Policy 12.2**

*Adopted September 2021*

In conjunction with any other form of disciplinary action, the Director may place any employee on a probationary status. Typically the probationary status will last as long as the proscribed performance improvement plan, but may be for any period of time deemed appropriate by the Director for up to 6 months. Probationary status and length of probation will be included on the Performance Improvement Plan.

While on a Performance Improvement Plan an employee is not permitted to use any given Paid Time Off or UNPAID Time Off, except as required under FMLA Policy 7.2 for qualifying FMLA related absences].

Employees will not be eligible for any holiday pay or bonuses while they are on a Performance Improvement Plan.

Any violation of school policy while on Probation will result in immediate termination. Probation is a form of last chance agreement between Ranger Roundup Learning Center and the subject employee. By placing an employee in a probationary status, Ranger Roundup Learning Center is indicating that the employee's workplace conduct and/or job performance is far below acceptable standards but that Ranger Roundup Learning Center wants to give the subject employee ONE FINAL CHANCE to meet the expectations of the position description and policies set forth in this manual, licensing regulations and all applicable accreditation standards.



**Disciplinary Action:  
Investigatory Suspension  
Policy 12.3**

*Adopted September 2021*

The director may suspend an employee for Investigatory purposes. The Investigatory Suspension can be with or without pay as determined by the director and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action, including termination.

Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

1. Charges of driving while intoxicated.
2. Report of child abuse or neglect.
3. Accusations of theft.
4. Violation of Substance Abuse Policy.
5. Accusations of Harassment.
6. Any situation whereby the employee's presence at work may interfere with an investigation.

Employees are required to sign for receipt of an Investigatory Suspension. Signature of receipt does not indicate that the employee agrees with the Investigatory Suspension, it simply indicates that they have received a copy of the document. Failure or refusal to sign the Investigatory Suspension will be considered insubordination and will result in disciplinary action up to and including termination.





**Disciplinary Action:**  
**Suspension**  
**Policy 12.4**

*Adopted September 2021*

Suspension of an employee may occur at the discretion of the employee's immediate director for infractions of the personnel policies, licensing regulations and/or other applicable standards. Suspension of an employee will not require prior verbal or written disciplinary action. The suspension notice will contain a performance improvement plan, which will outline the necessary action to correct the deficiency(ies) and a time table under which the corrective action must occur.

Suspension will be without pay.

The employee will be notified in writing of the policy violations and the length of the suspension and any corrective action required upon return to work. Employees are required to sign for receipt of the suspension notice and indicate that they will complete the corrective action. Signature of receipt does not indicate that the employee agrees with the suspension, it simply indicates that they have received a copy of the document and understands the corrective action proscribed. Failure or refusal to sign the suspension notice will be considered insubordination and will result in disciplinary action up to and including termination.

When circumstances permit, an employee will be suspended upon receipt of the written notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of Ranger Roundup Learning Center. Written notification in these circumstances will promptly follow via certified mail.



**Disciplinary Action:**  
**Termination**  
**Policy 12.5**

*Adopted September 2021*

Termination shall not require prior verbal or written disciplinary action, performance improvement plan, suspension or other disciplinary action. Ranger Roundup Learning Center is an At Will employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employees but is not inclusive of the reasons or causes of termination from employment.

Termination is an action approved by the Director. Notification of Termination may be written or verbal. Verbal notification will be followed by written confirmation.

Causes for involuntary termination include, but are not limited to, the following:

- Falsifying or misusing records, including application
- Violation of confidentiality rules
- Theft or misuse of School funds, equipment, or property
- Absence from work without notification and/or approval as per related policies
- Discourteous treatment of the public, clients, co-workers
- Inappropriate behavior
- Non-performance of duties resulting in injury to the School, children, families, sub-contractors, vendors, or employees.
- Being abusive or neglectful to children, parents, or employees
- Violation of the Substance Abuse Control Policy
- Failure to submit any required documentation within mandated/prescribed time frame
- Neglect of duty or refusal to comply with directives of supervisor
- Misuse of leave policies
- Insubordination
- Receipt of 2 suspensions for the same infraction during any 12 month period.
- Failure to implement job specifics
- Receipt of 3 warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- Policy violations while on a disciplinary Probation
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by supervisor
- Failure to maintain compliance with child care licensing regulations and/or other applicable federal, state or local statutes or Professional Development Organization Standards.



## **Educational Program**

### **Policy 13.0**

*Adopted September 2021*

Ranger Roundup Learning Center follows the Frog Street curriculum in the infant-pre-k classes. Ranger Roundup Learning Center Big Kids program follows a curriculum developed by the current teacher. Employees are required to follow this curriculum each day. Daily schedules, routines and rituals are to be followed as written.

Frog Street curriculum guides, Texas Health and Human Services Minimum Standards for Child-Care Centers, the American Academy of Pediatrics, [littletexans.org](http://littletexans.org), Texas Rising Star Child Care Provider Certification Guidelines, [tea.texas.gov](http://tea.texas.gov), [tecpgs.org/wp/](http://tecpgs.org/wp/) and Texas School Ready, <https://www.childrenslearninginstitute.org/resources/texas-infant-toddler-and-three-year-old-early-learning-guidelines-and-training/> and [pinterest.com](http://pinterest.com) are all excellent resources for employee's planning schedules and activity plans.

Toys, manipulatives, and equipment must be stored at the child's level and available throughout the day. Employees are encouraged to rotate toys on a regular basis to keep children interested and engaged. Children learn through play and having a wide variety of toys, manipulatives and equipment is crucial to a positive learning environment.

If a teacher is enrolled in the Texas School Ready (TSR) Program all guidelines must be followed and all materials must be maintained and returned to the program as outlined in their program guidelines.

Repeated failure to follow curriculum, schedules, and routines are grounds for immediate termination of employment.