

Rainbow Learning Enrichment



River Valley Migrant & Seasonal Head Start

202N. Schuyler S-107, Kankakee, IL 60901

Ph: (815) 932 0569 Fax: (815) 932 0595

www.rvmshs.org

<https://www.facebook.com/MigrantHeadStart>



Illiana Migrant Head Start

150 South Randolph Street, Sheldon IL 60966

Ph: (815) 429 3174 Fax: 815 429 3195

PERSONNEL

POLICIES

RAINBOW LEARNING ENRICHMENT, NFP BOARD OF DIRECTORS

Gloria R. Richard – President
Linda Earleywine - Vice-President
Luis Magaña - Member

The Board of Directors consists of concerned citizens and parents or former parents of the Migrant Program. The Board of Directors, in conjunction with the Policy Committee will determine policies to be implemented and administered by the Head Start Director of both River Valley and Illiana Sites. The Board of Directors is ultimately and legally responsible for the program.

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AGENCY'S PURPOSE

Rainbow Learning Enrichment DBA: River Valley Migrant & Seasonal Head Start / Illiana Migrant & Seasonal Head Start is a Delegate Agency for the Department of Illinois Migrant and Seasonal Head Start Project. Our Personal policies reflect the licensing standards of the Department of Children & Families in Illinois and the Head Start Performance Standards set by the Department of Health and Human Services.

We provide educational and comprehensive services to children 6 weeks through 5 years old, whose parents are currently working in the agriculture field. We also provide regular day care services for children 6 weeks through 6 years old, when space is available.

Our main goal is to provide a safe, secure, and developmentally appropriate environment for the young children in which they can learn and grow while their parents are working. We also support and strengthen parent's efforts to improve the quality of life of their families.

PERSONNEL PHILOSOPHY

Rainbow Learning Enrichment is an equal opportunity employer. It is our policy to provide our employees with a healthy and safe environment. Our employees are the image of our agency; therefore, they should conduct themselves in a professional matter at all times.

NONDISCRIMINATION / ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Rainbow Learning Enrichment is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Rainbow Learning Enrichment expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

Rainbow Learning Enrichment has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Rainbow Learning Enrichment will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with his/her immediate supervisor and if not satisfactory answer direct the concerns to the director of the program.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Rainbow Learning Enrichment prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Rainbow Learning Enrichment to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Rainbow Learning Enrichment prohibits any such discrimination or harassment.

Retaliation

Rainbow Learning Enrichment encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Rainbow Learning Enrichment to promptly and thoroughly investigate such reports. Rainbow Learning Enrichment prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is unwelcome conduct based race, color, religion, sex (including pregnancy) sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Rainbow Learning Enrichment (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Rainbow Learning Enrichment encourages reporting of all actual or perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, Rainbow Learning Enrichment encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Rainbow Learning Enrichment recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

Rainbow Learning Enrichment encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Rainbow Learning Enrichment will maintain confidentiality throughout the investigatory process to the extent possible.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy as well as state and federal law and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Rainbow Learning Enrichment] believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Program's executive director or the Board of Directors

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

NEPOTISM

RLE prohibits employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. The hiring of any individual is prohibiting if a member of that individual's immediate family is employed in an administrative capacity in the agency. In addition, an employee should not be a part of immediate family of any member the board of Directors or Policy Committee.

The term "immediate family, means wife, husband, son, daughter, mother, father, brother, sister The term administrative capacity means a position having responsibilities relating to the selection, hiring, or supervising of employees (ie: A teacher or teacher assistant will not be able to be hired if his/her supervisor will be the Education Coordinator). When a recipient organization cannot adequately staff positions without hiring such an individual, a special permission should be requested to the Illinois Migrant & Seasonal Head Start Project's director.

EMPLOYMENT PROCEDURES

- A. Positions may be filled by rehiring the person who held the position during the previous year; however, no employee is guaranteed to be recalled.
- B. Vacant positions will be advertised for a minimum of three (3) days.
 - a. Candidates will submit a completed application via our website www.rvmshs.org, email or in person.
 - b. Each position will have a written job description, including personal and academic qualifications.
 - c. Selection of staff members is to be made on the basis of qualifications and the ability to meet the requirements for the position.
 - i. The Director/Supervisor will screen the applications/resumes for required qualifications.
 - ii. The Program Support will notify applicants through e-mail or phone call to let them know if they were chosen for an interview.
 - iii. The Director, a member from the Policy Committee and a member from the Board of Directors will conduct the interviews for all positions.
 1. The candidate will fill up background authorization form at the time of the interview.
 - iv. A recommendation will be presented to the board of directors and Policy Committee for final approval.
 - v. The candidate will be notified by e-mail or phone call of the final decision after:
 1. Criminal background check is cleared by DCFS
 - a. If DCFS clearance does not arrive before hired day, a state clearance will be allowed, however no state clearance will ever substitute DCFS' forms.
- C. The candidate will be hired on the condition of completing the following documentation:
 - a. Clearance of their Criminal Background Check.
 - b. Transcripts from GED/ High School and /or College
 - c. Three typed references from non-family members.
 - d. Current Physical Examination & T.B. Test
 - e. Drug test is required only for Bus Drivers and bus aides; however a random drug test could be required of any other staff.

Notes:

- Physicals and T.B. test must be done at the facility stated by Rainbow Learning Enrichment
- Physical examination for all staff (except bus drivers) will be conducted every two years
 - Bus Driver will follow DOT regulations
- T.B. test will be conducted every two years

PERSONNEL RECORDS AND REFERENCES

- A confidential permanent personnel record will be maintained by the Director for each person on the staff. All records will include any documentation required by DCFS' licensing standards. The only persons authorized to view the personnel records will be the employee; Head Start Director; Support Coordinator, and IDHS' representatives on a need-to-know basis only.

PERFORMANCE AND EVALUATION

- Performance evaluations will be conducted once during the season for returning employees, and twice for new employees. The employee's immediate supervisor; will conduct his/her evaluations. The first evaluation will occur after the training period and the second evaluation will occur mid-season. The employee will express agreement or disagreement on the assessment of the evaluation. The employee has the right to add a statement to his/her evaluation. The evaluation should be signed and dated by Supervisor, Director and Employee.
- Employees shall be evaluated on knowledge of the job, duties, responsibilities, and quality of work, interest, dependability, initiative, growth, attendance, punctuality, confidentiality, attitude, and co-operation with other staff. The primary purpose is to create within the employee self-motivation through establishing his/her own job goals and to know what management expects of him/her.
- While the individual's performance evaluations is considered as a positive personnel tool to facilitate improved work performance, it could also be used for the purpose of disciplinary action and termination of employment

SUBSTITUTES

- The hiring procedure of substitutes is the same as any other staff.

VOLUNTEERS

- All volunteers need to meet the criteria set by the D.C.F.S. licensing standards. Volunteers who want to volunteer on a regular basis are to follow the personnel policies of the center, must have approval by the director, and must complete the same forms as paid staff required by licensing.

ORIENTATION / IN SERVICE TRAINING

All staff members will participate in an orientation meeting. This orientation should be completed within the first thirty (30) days of employment. The agenda will cover but not be limited to:

1. Personnel policy and procedures.
2. Completion of required administrative forms (i.e., State, Federal w-4 forms, D.C.F.S. employee forms, etc.)
3. Job safety regulations and procedures
4. Emergency procedures (i.e., fire drills, dental and medical, first aid etc.)
5. CPR & First Aid training:
6. * A least two employees from each center and one staff from each bus.
7. DCFS / Head Start / Child Care Act Regulations and Procedures
8. Child and Adult care Food Program:
 - Education and kitchen staff Required training
9. Office of Head Start Policies and Procedures
10. Sexual Harassment Prevention.

The employees are responsible to:

- Read Policies and Procedures for this program as well as DCFS, Food Program
- Read and sign all required forms.
- Submit updated qualifications or personal information, such as change of address, college credits, etc.
- Attendance and participation are required in the training sessions that correspond with the position of each staff member.

STANDARDS OF CONDUCT

Employees, consultants, and volunteers, shall abide by the following code of conduct:

- Respect and promote the unique identity of each child and family and refrain from stereotyping or insulting remarks.
- Adhere to the program confidentiality policies concerning information about children, families, and other staff members.
- Make sure that no children are left unsupervised at any time.
- Follow the IMHSP child guidance procedures, which prohibit the use of corporal punishment, or the denial of basic needs.
- Refrain from soliciting or accepting personal gratuities, favors, for anything of significant monetary value from clients, contractors, or potential contractors.
- Refrain from participating in conversations that could be regarded as hurtful or demeaning toward any person (i.e. gossip) .**

This code does not constitute an exhaustive list of expectations of employee behavior. Failure to observe this code conduct may lead to disciplinary action up to and including termination of employment. If employment is terminated by the agency, the employee will not be eligible for re-hire, except under unusual circumstances, with the approval of the Policy Committee and the Board of Directors.

CONFIDENTIALITY

All confidential information related to families of the children attending the center must be kept in strict confidence. Center business is not to be discussed with any persons, staff or non-staff, who are not involved in the child-family relationship, unless approved by the Head Start Director. Discussion of confidential information may occur only at the appropriate times such as bi-weekly staff meetings, team meetings, and classroom meetings and with appropriate consultants. Children's folders are kept in secured in a locked filing cabinet and only authorized staff is allowed access to the files. Immediate termination will be enforced if violation occurs.

DRESS CODE

Projecting a professional image at work is essential for one's personal career growth as well as business growth.

Personnel should:

- Have personal hygiene and grooming.
- Dress professionally.
 - Casual / comfortable clothing is appropriate, as long as they are clean with no stains, rips or tears.
 - Wear shoes at all times.
 - No backless shoes or "flip-flops".
- Not to wear:
 - Shorts shorts or miniskirts
 - Low cut shorts or pants.
 - Gym clothes, unless a sport activity has been schedule
 - Pajamas, house shoes, or other nightwear.
 - Clothing with logos of sex, alcohol, cigarettes or drugs.
- **Kitchen Personnel** (or any other staff who substitute kitchen's personnel):
 - Cannot wear nail polish or artificial nails.
 - Must wear hair and beard restrain, if applicable.
 - Must wear an apron

TATTOOS & BODY PIERCINGS

It is the policy of Rainbow Learning Enrichment to present a professional image and appearance to the public. In order to maintain this professional image and appearance, restrictions will be placed on tattoos and body piercings.

TATTOOS ALLOWED:

- Tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners.
- Tattoos that don't contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related.

BODY PIERCING:

- **Kitchen Personnel** is not allowed to wear any type of jewelry while working. This includes watches and bracelets of any type.
 - Smooth wedding bands are okay to wear.

- For **none kitchen** personnel
 - Allowed:
 - Two (2) sets of reasonably-sized earrings may be worn in each ear lobe.
 - A single (1) studs or loops may be displayed in one (1) nose and/or one (1) eyebrow piercing, not larger than one half (½) inch in diameter.
 - Not allowed:
 - Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to or through the skin if visible on the tongue, any part of the mouth, or cheek.
 - Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert

EMPLOYEE STATUS

Full time employees are people working thirty-three hours and over per week. Part time employees are people working less than thirty-three hours per week and or work less than three months per year.

WAGES AND SALARY

Salary range will be consistent to each job description according to the salary ranges set by the board of directors. No employee shall be paid an hourly wage less than the minimum wage rate.

By law: FICA, Federal withholding tax, and IL state tax will be deducted from all paychecks.

PAY PERIOD

The schedule of pay dates will be given to employees during the first orientation meeting by the support coordinator or from your supervisor. Pay periods begin on Sunday and end on Saturday of each week. Time sheets will be also completed each day by each employee and reflect actual times worked. All timesheets will be collected on every other Monday. If any employee is doing different positions, their supervisor will advise how to fill up their time sheet. It will be the employee's responsibility to match those time sheets with the time clock (if available).

Although Direct Deposit is encouraged, wages will be pay will be either by a direct deposit or by paper check. It is responsibility of each employee to update their direct deposit forms. Changes to a direct deposit or tax status changes must be turned in to the support coordinator at least two weeks ahead of time. Employees will need to sign a form in order to receive their check. Any employee unable to collect their check may submit a written note to release their paycheck to an authorized person.

WORK SCHEDULE

A work week begins at 12:01 am on Sunday, and ends 12:00 midnight on Saturday. Regular working hours will be established at the time of employment. Full time staff will work (8) hours daily or 32-40 hours a week and must arrive according to the posted schedule and remain until the posted time.

Employee hours are determined by the Head Start Director and or the supervisor depending on the needs of the center.

- Family Coordinators whose job requires sometimes flexible working hours, they should maintain an accurate log of activities and working hours so that their time sheet can be completed daily upon returning to the office. When working out of the office, they are to fill-in their time sheets and when working out of the office. They must also offset their center work hours by the number of hours worked out of office so that overtime is not incurred. Over –time must have approval and will be granted only in extreme cases.

BREAKS

Unpaid thirty (30) minutes of rest time will be allowed for employees scheduled to work more than four hours.

OVERTIME

When an employee works more than forty (40) hours per week he/she shall be compensated as follows: time and a half for any hours over 40 hours in one week. Any over time must have prior approval by the immediate supervisor, as well as the Head Start Director.

Overtime times Special Circumstances:

Parent/teacher conferences which will each last approximately 15 minutes, but may not exceed 30 minutes. There will be two family contacts per child per season; one must be a home visit.

No employee should work more that his/her scheduled time, without previous authorization, no exceptions.

FRINGE BENEFITS

- **Health /Accidental or Life Insurance Plan:**
 - AFLAC insurance is offered to full time employees.
 - Regular Health Insurance plan is currently offered **only** to staff employed at minimum of nine consecutive months.
- **Retirement Plan:**

Rainbow Learning Enrichment is offering a retirement plan (Simple IRA).

This benefit is offered to ALL employees who have been with RLE for at least 3 months by the end of current fiscal year. Employees will be able to enroll with a Financial Advisor recognized by American Mutual Funds.

New enrollees will be able to sign by June 1st of every year. The retirement plan will take effect on July 1st.

RLE will match 3% of employee's payroll. RLE will not deduct any amount from the employee contribution and neither make any matching if the employee does not receive wages at any giving pay-period.

- **Worker's Compensation**

RLE will abide by the Illinois Workers' Compensation Act. Should an employee suffer an injury at work, the injury must be reported immediately to the immediate supervisor in writing. The injured employee should identify the date and time of the injury, the body part injured and any witnesses present. After the report is completed by the employee, his/her immediate supervisor will fill out a worker's compensation form and give it to the Director.

- **HEALTH AND WELFARE DAY**

Rainbow Learning Enrichment will provide a day for Employee's Training and team building. An appreciation meal will be furnished.

- **SICK / PERSONAL DAYS**

Each employee will earn one sick day per month beginning at the first month of employment, on each fiscal year. These days will be accumulated if not used and fully reimbursed at the end of the season of the same calendar year.

For managers (working 9 or more months in a year period) the same procedure will be applied.

- **HOLIDAYS**

Holidays will be observed and paid if the employee works the day before and the day after the holiday. When a holiday falls on a non-work day (Saturday or Sunday), the holiday will be observed as follows: on Monday if the holiday falls on Sunday, and Friday if the holiday falls on Saturday. Payment will be based on the employee's regular schedule.

Observed holidays are as follows:

January 1 st	- New Year's Day
3 rd Monday of January	- Martin Luther King Jr. Birthday
3 rd Monday of February	- Washington's Birthday
4 th Monday of May	- Memorial Day
3 rd Monday of June	- Juneteenth
July 4 th	- Independence Day
1 st Monday of September	- Labor Day
2 nd Monday of October	- Columbus Day
2 nd Monday of November	- Veteran's Day
4 th Thursday of November	- Thanksgiving Day
4 th Friday of November	- The day after Thanksgiving
December 25 th	- Christmas Day

STAFF DEVELOPMENT

All employees are encouraged to attend college courses, professional meetings and conferences related to their job as recommended by their supervisor. The Director will consider the financial limitations of the center and will determine:

1. The number of meetings and/or conferences each employee is able to attend.
2. The amount of reimbursement to the employee.

Teacher assistants must actively work towards their CDA or degree in Early Childhood.

Teachers must actively work towards their bachelor's degree in early childhood. It is the staff's responsibility to apply for Financial Aid. RLE will cover expenses after all the financial aid has been exhausted.

• Tuition Payment Procedures

- Employees may be eligible for payment of tuition and book costs, less any outside financial assistance, if course or training is required for a post-secondary degree in early childhood education.
- Payment may be approved for courses that lead toward completion of a degree required by the Head Start Bureau for the position.
- Payment may not exceed 100% of tuition and lab costs at a public or private institution, plus books costs, with books becoming the property of the program. Employees who wish to keep their books must pay their own cost.
- Employees who accept agency payment incur a work commitment to the Head Start program.
- Tuition is not an unconditional or unilateral employee right or benefit and is contingent upon management approval and availability of funds.
- **Conditions:**
 - Following completion of a course, employee must provide a copy of grade slip ("C" or better required) as evidence of satisfactory completion. This includes pass/fail courses completed at a "pass" level.
 - If a "C" or better grade is not received, no further payments of tuition, fees, and/or books will be provided until employee reimburses the center (employer) for the failed class. This reimbursement should include the tuition, fees, and book costs that had been paid by the center for the failed class.
 - An employee who receives tuition or registration payment in a year shall be obligated to continue employment for the following season.
 - Add one season for every two college classes paid by the agency.
 - If program-paid training leads to a degree, the employee incurs a work commitment of two seasons.
 - If the employee voluntarily leaves the program's employment prior to fulfilling

SOCIAL MEDIA, INTERNET, TELEPHONE, CAMARA USAGE

The following social media guidelines apply to all employees with full or part time. It is also applied to substitutes or volunteers.

- Use of **SOCIAL MEDIA** for personal use while on work time is prohibited unless it is work-related as authorized by a supervisor. Do not use the agency email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees may not post business-related confidential communications

Employees must refrain for posting

Authorized personnel will be able to upload pictures to our Facebook/webpage of children, staff and parents if written consent is in file.

Inappropriate postings that might include: discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct, including breach of confidentiality or violation of the Health Insurance Portability and Accountability Act (HIPAA) will not be tolerated and may be subject to disciplinary action up to and including termination.

- **TELEPHONES**

are expected to exercise reasonable discretion in using desk or personal phones for personal use. Excessive incoming or outgoing personal calls during the workday,interferes with that employee productivity and be can distracting to others.

On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with a supervisor in advance.

Rainbow Learning Enrichment has the right to monitor telephone usage to determine if misuse or abuse exists.

- Employees who work directly with children in the classroom, or transportation are not to make or receive personal phone calls, text messages, or to view social media while children are present.

Staff who is working directly with children in the center must give office phone numbers to friends and family to use in case of emergencies. That employee can take the emergency call in the office while another staff member substitutes in the classroom or on the playground. This procedure is in place to ensure the safety and proper supervision of the children at all times.

- **CELL PHONE CAMERAS** are not to be used at work unless authorized by a supervisor. After pictures are taken (if authorized) should be send to the person assigned to upload picture in social media, and then deleted from that cellphone. Employees are not allowed to distribute or share photos or videos of children or other staff for any reason. Distribution of unauthorized photos or videos constitutes breach of confidentiality and will be cause for dismissal and/or possible legal action.
- **INTERNET:** RLE does not want to restrict employees' access to websites of their choice, but we expect employees to exercise good judgement and remain productive at work while using the internet. Any use of the network must follow the program's confidentiality policy.

Employees must not use the program's network to: Download or upload obscene, offensive or illegal material; Send confidential information to unauthorized recipients; Invade another person's privacy and sensitive information. Download movies, music, games and other copyrighted material and software. Visit potentially dangerous websites that can compromise the safety of the computers. Use the internet connection to steal or engage in other illegal activities. Send offensive or inappropriate emails

Employees must be careful when downloading and opening/executing files and software. If you are unsure if a file is safe it is advised to ask a supervisor before opening or downloading files or software. Passwords must be shared with a supervisor. Employees who do not conform to this internet usage policy will face disciplinary action. Serious violations will be cause for termination of employment, or legal action when appropriate.

CHILD GUIDANCE POLICY

The first goal of child guidance is to help children learn social skills that will enable them to get along with other people. The second aim is to maintain classrooms in which each child can feel secure and comfortable while learning.

Methods used by teachers will facilitate the children's development of self-discipline and socialization skills.

For Infants & Toddlers:

1. Meet babies' needs for love and care and build a trusting relationship with them.
2. Prepare the play space thoughtfully and make it childproof.
3. Accept children's feelings and provide outlets for them.
4. Refocus toddlers' attention before inappropriate behavior occurs.
5. State directions clearly and simply.
6. Be calm and consistent.
7. Allow children time to adjust to transitions.

For Preschool Children:

1. Arrange classrooms that are comfortable, interesting, and encourage children's self-direction.
2. Help children express their emotions verbally, and through art and play.
3. Allow children to resolve their own conflicts when possible.
4. Model and teach children strategies for solving interpersonal conflicts, like negotiation, compromise, and empathy.
5. Help children learn to anticipate logical consequences for their behaviors.
6. Involve children in cooperative projects.
7. Assist children in setting clear, consistent, fair limits for classroom behavior.

It is not acceptable for adults to administer negative discipline:

1. Inflicting physical pain (suspected child abuse will be reported to the child protection agency).
2. Name-calling, shouting, threatening, ridiculing, etc.
3. Depriving a child of any Head Start service (e.g. transportation, field trips, food, daily attendance, etc.)
4. Isolation.
5. Sending a child to the office.
6. Imposing cumulative or delayed consequences.

NO CHILDREN SHALL BE REMOVED FROM THE GROUP:

If staff are concerned about a child's emotional well-being based on observations of child's behavior, they will follow this procedure:

1. Discuss the behavior at the bi-weekly staffing.
2. Consult with the mental health professional after he/she has observed the child(ren) in the classroom.
3. If indicated, visit the parent to ask permission to have the child evaluated. (This visit must be conducted in the family's primary language, and should follow the form of any discussion of special services. It is not the child's behavior that is the first concern, but the reason behind the behavior. For example, the child seems upset, unhappy, angry, depressed, frightened, or anxious. In no case should it be implied that the child or the parent is bad or abnormal. The staff offers to help the child and parent with any of the services available through the program, with the understanding that this is the function of the program.)
4. If the parents refuse permission to evaluate the child, or refuse the help of other services, remain in contact with them and continue to offer them support. Ask the mental health professional and grantee managers for recommendations for helping the child in the classroom. Hire extra staff, if necessary, and if at all possible. In no case is an eligible child refused services because of his/her own behavior or the parents' refusal to comply with any conditions.

If children have toileting accidents, or are not well potty-trained, they are not in any way penalized. Children are placed in the room with their age group, regardless of potty status. Teachers may ask the cooperation of the parents in beginning potty training, but NO special measures will be imposed upon the child or parents.

By signing below, I verify that I have read the Child Guidance Policy or it has been read to me. I also agree to abide by the policies and procedures contained within:

Signature of acknowledgment of the Child Guidance Policy

Name:

Signature

Date

MEALS

All staff and volunteers working in the classroom during any mealtime are required to eat with the children. Staff should be a model for the children by promoting family style meals and appropriate conversation. Employees are not allowed to eat sweets or drink soda in the classrooms or around the children during hours of operation.

It is responsibility of the staff to provide a written note from their doctor of any food allergies. It is also the responsibility of the staff to write a statement if they refuse to eat any type of food because of religious beliefs, stating the religion's denomination.

STAFF CHILDREN

Teachers, teacher's assistants and floaters who have qualified children enrolled at the center will be allowed to work in the same classroom unless it becomes a problem (i.e. the child cries constantly demanding be held by the mother, the employee interacts more with his/her own child than any other child or does not let any other co-workers redirect the child's behavior).

Any staff that has a child enrolled in the program must not leave his/her assigned job's place to interact with his/her child during working hours.

STAFF MEETINGS

Regular monthly staff meetings are held to promote communication among the staff and the Director. A record shall be maintained of all meetings. Included in the record will be topics discussed, problems, goals, solutions, etc. Each person in attendance must sign in at each meeting to verify attendance

STATE AND FEDERAL REGULATIONS

It is the responsibility of employees of RLE to become familiar with state and federal regulations and any other policies and procedures that affects our program. The main policies, procedures and regulations derive from Office of Head Start, DCFS (for licensing Day Care), and CACFP. In the event of a conflict between policies and procedures, the center will adopt the strictest policy.

DRUG-FREE WORKPLACE

It is RLE's policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at every one of its workplaces. This includes, but is not limited to alcohol, marijuana and any marijuana-based products.

Transportation personnel is required to submit to a drug screening before they start working. Other staff members are subject to random drug testing at any time.

Violations of this policy will be dealt with as a disciplinary matter and may result in discipline including termination. As a condition of employment at RLE, employees must abide by this policy and must notify the Director of any criminal drug statute conviction and must do so no later than five days after the conviction.

Employees are to consult with the Director if they:

1. Desire/need more information regarding the dangers of drug abuse in the workplace;
2. Are interested in/need referral to a drug counseling or rehabilitation program;
3. Are under a doctor or physician's prescription to use a controlled substance or marijuana.

SMOKE FREE ENVIRONMENT POLICY

The Head Start Act, as amended, requires all grantee and delegate agencies to prohibit smoking at all times in all spaces utilized by the program. This includes classrooms, staff offices, kitchen, bathrooms, parent and staff meeting rooms (both during the day and evening hours), hallways, entryways used by parents, staff and children, outdoor play areas, and vehicles used for transporting children. Under no circumstances should smoking occur in these areas.

ACCEPTANCE OF GIFTS OR GRATUITIES

Employees of RLE are prohibited from soliciting or accepting gifts or favors in money, in-kind service, or gratuities from the following:

1. Persons receiving benefits or services.
2. Persons performing services under contract.
3. Persons supplying or potentially supplying goods or services.
4. Persons otherwise in a position to benefit from an employee action.

The one exception to this rule is small thank you gifts given by the children or parent.

CAR INSURANCE

Any employee driving for center business must provide proof of current vehicle insurance that meets the requirement of State law.

POLITICAL ACTIVITY

It is the policy of RLE that its employees may not be involved in partisan political activities as official representatives of RLE nor may employees or agents be involved in such activities during work hours.

REDUCTION IN WORK FORCE / LAY OFF OF PERSONEL

Given that this is a seasonal program, there are times when there are not enough children enrolled in our program and closing of classrooms becomes necessary. In addition, funds may not be available to maintain all classrooms open until the end of the season. Closing of classrooms will be at the discretion of the Director of the program. If a classroom closes, the staff working in that classroom will be dismissed.

LAY OFF

Staff will be lay off if any of the following situations should occur:

1. Low enrollment.
2. School cancellation.
3. Number of staff exceeds the requirements of staff to child ratio.
4. Lack of funds.

At the end of the season Bus and Kitchen personnel will be laid off first, education next. Coordinators will be laid off after they have completed all the required reports.

EMPLOYMENT TERMINATION

It is the policy of our organization to terminate employment due to an employee's resignation, release for the good of the agency, or as a result of employee misconduct, unsatisfactory job performance, or violation of any policies and procedures established by our agency.

For any employee misconduct or disciplinary issues;

1. Verbal communication with the employee will be established for a first offense. The supervisor must let the employee know that he/she is giving him/her a verbal warning.
2. If the behavior continues, a written warning will be given to the employee.
3. Depending on the severity of the violation, the employee could either be suspended without pay or a termination letter will be given to him/her.

The supervisor must document any verbal or written warnings. The decision for termination will be at the discretion of the Director of the center.

The director will report any termination to the Board of Directors and to the Policy Committee at their monthly meetings.

GROUNDINGS FOR TERMINATION INCLUDE (BUT ARE NOT LIMITED TO) THE FOLLOWING:

RESIGNATION

All employees are expected to give written notice of their intent to resign two weeks prior to resignation.

POOR JOB PERFORMANCE

An employee's failure to satisfactorily perform the duties or responsibilities of the position to which they are assigned will be subject to termination.

ABSENTEEISM AND TARDINESS

If an employee is unable to report to work as scheduled, he/she is required to notify his/her immediate supervisor. Repeated unauthorized absences or tardiness may result in termination of the employee. If an employee is absent from work for two or more consecutive working days without the proper notification or permission, he/she will be considered to have deserted his/her position and will face disciplinary action and possible discharge.

INSUBORDINATION

Employee's refusal to comply with his/her supervisor.

POLICY VIOLATION

An employee is required to follow all policies and procedures regarding DCFS (407), Migrant Head Start Policies, and this agency's policies and procedures. Violation of any of these policies and procedures are subject to termination.

AUTOMATIC DISCHARGE

Behaviors that require immediate discharge/dismissal include, but are not limited to, the following:

1. Use of alcohol or unlawful possession of controlled substances while on job;
2. Reporting to work under the influence of alcohol or unlawful use of controlled substances;
3. Falsification of vouchers, reports, time and attendance records, any other official program or government document;
4. Act of physical violence or fighting;
5. Possession or use of firearms, dangerous weapons, or explosives;
6. Threatening or coercing clients, co-workers, subordinates, or supervisors;
7. Failure to obtain clearance of background checks.

NOTE:

- All employees are considered terminated at the end of each season.

STAFF GRIEVANCE PROCEDURE

INTRODUCTION

When center staff has a question, concern, complaint, and/or disagreement regarding their job or center operation, the following procedure will be used, as well as any procedure the delegate agency has in place.

PROCEDURE

- I. Staff member has concerns, questions, or a disagreement/grievance concerning his /her job or other operation.
- II. Staff member submits his/her concern and a request for a meeting with his/her immediate supervisor in writing to the supervisor. This meeting should occur not more than five (5) working days after the request is made. It is recommended to supervisors that, if they are able, they set the meeting 1 to 2 days after the request is made.
- III. When the supervisor and staff member meet, the date, time, and content of the meeting must be documented, including the plan for resolution, signed by both parties.
- IV. If, after this meeting, either:
 - A. The supervisor or staff member is not satisfied with the resolution; or,
 - B. The agreed upon steps toward the resolution of the problem are not carried out within the agreed upon time period; then,
The supervisor (if not the Center Director) or the staff member may call in the Center Director and hold a three-way meeting; or, a two-way meeting may be held between the Center Director and the staff member or the supervisor. (The person requesting this two-way meeting must inform the third person that they are doing so.)
This second meeting should occur within two (2) working days after the request is made. Again, it is the responsibility of the supervisor to ensure that this occurs.
If 4 (a) or 4 (b) still apply after this (in other words, no acceptable resolution has been found), then;
 - C. The unsatisfied party should contact the delegate's Board of Directors and Policy Committee, requesting time on the next meeting agenda.
 - D. Both the Center Director and staff person should attend and present the problem at the meeting. They will explain what has been done to date to resolve it and why the resolution to date has not been satisfactory. The board/Policy Committee can then request to excuse the staff member and Center Director from the meeting to discuss the situation, or meet with them individually first and then excuse them. The board/Policy Committee will decide at this meeting what the resolution of the problem will be.

APPROPRIATE CHANNEL FOR COMPLAINTS IF THE SUPERVISOR IS NOT THE DIRECTOR:

Staff Member----Immediate Supervisor----Center Director----Board of Directors/Policy Committee----Center Director---- Immediate Supervisor----Staff Member

Appropriate channel for complaints if the supervisor **IS** the Director:

Staff----Center Director-----Board of Directors/Policy Committee -----Center Director----Staff

Head Start Director, as well as Board of Directors/Policy Committee, will follow the chain of commands:

Board of Directors/Policy Committee -----Center's Director-----Immediate Supervisor-----
Staff

NOTE: It is imperative throughout this process that center staff members, supervisors, directors, and board members conduct themselves in an appropriate and professional manner.

Any breaches in confidentiality and professionalism will be considered in the performance evaluation process.

Signature Pages and other forms

REQUEST OF APPEAL

Date _____

I _____, holding the position of _____

would like to appeal an action taken against me in the form of a:

_____ Warning _____ Disciplinary action _____ Discharge _____ Other

My request is based on the following facts:

This action was taken on _____ by _____.

I understand that I will be notified of any decisions made by the director, or by the Board/Policy Committee within five (5) days of the appeal date.

Signed: _____

DECLARATION FORM FOR PROSPECTIVE EMPLOYEES

Name of Prospective Employee: _____

Illinois Law and Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

All pending and prior criminal arrests and charges related to child sexual abuse and their disposition; Convictions related to other forms of child abuse and/or neglect; and all felony convictions.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature: _____

Date: _____

OR

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

Signature: _____

Date: _____

Please file separately from personnel file in confidential file

ACKNOWLEDGMENT OF PERSONNEL POLICIES

I understand that neither this personnel policy nor any other written or verbal communication by a management representative of Rainbow Learning Enrichment is intended to create a contract of employment. I understand that my employment can be terminated by RLE or me, at any time, with or without cause. I understand that no person other than the Board of Directors of RLE has the authority to agree to modify or change the at-will nature of my employment and that any such modification or change must be in writing and signed by the Board of Directors.

Name

Signature

Date

ACKNOWLEDGEMENT OF STANDARDS OF CONDUCT

Employee / consultant / volunteer statement:

I have read and agree to abide by the Illinois Migrant Head Start Standards of Conduct.

Name

Signature

Date



Employee Contract

This contract is by and between Rainbow Learning Enrichment (Agency)

and _____

employed as a _____ for the above mentioned agency.

This contract is effective from: _____ to _____ and must be renewed at the end of the fiscal year

The parties agree that:

- 1) Any course work paid must be directly related to the employee's position in order to improve skills or meet requirements outlined by either state or federal rules.
- 2) Teachers and assistants shall show evidence of enrollment in the early childhood degree program each term.
- 3) Proof shall be recorded that the employee has been refused approval for a current Pell grant application.
- 4) Employee must provide Agency with grade report at the end of each term. Employee shall reimburse Agency for any course for which he or she earned less than a C grade, including any incomplete or dropped.
 - a) The employee agrees to repay the agency for any expenses incurred related to his/her education If:
 - i) Employee decided not to work for the agency at any time.
 - ii) Failed / Incompleted courses
- 5) Books purchased by the Agency shall remain property of the Agency at the end of each term. If books are to be sold back to the college, proceeds shall be paid to the Agency.
- 6) The Employee agrees to:
 - a) Finish the current season
 - b) Return to work fro the agency next season
 - c) Return to work for the agency next season , if the the agency pays for any training and/or up to two colleges classes. Add one more season for every teo colleges classes

Employee _____

Date _____

Agency Representative _____

Date _____