



Episcopal Church of the Good Shepherd Preschool and Enrichment Program

EMPLOYEE HANDBOOK 2023 - 2024

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Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Director.

We wish you success in your employment here at Episcopal Church of the Good Shepherd!

All the best,

Episcopal Church of the Good Shepherd

IMPORTANT COVID-19 NOTICE

Provisions in this manual are written as if the COVID-19 crisis did not exist. During this period, as we receive guidelines and protocols from Monterey County and the State of California, we will update the COVID-19 Manual. Where the guidance differs from the Employee Handbook, provisions in the COVID-19 Manual will supersede those in the Employee Handbook.

DIRECTORY

For School Use Only

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MISSION STATEMENT

We are a preschool community rooted in Episcopal Christian values and the culture of Salinas and the Monterey Peninsula, located in Corral de Tierra Pastures of Heaven. We are a ministry of the Episcopal Church of the Good Shepherd.

We are committed to creating an inclusive community infused with meaningful Episcopal Christian values. We celebrate the liturgical seasons through stories, colors, materials, and worship. Our program is built on the fundamental premise that children learn and understand their world through play. Our curriculum is developmentally appropriate and includes math, science, arts, music, social-emotional development, gross and fine motor skills as well as language and literacy.

Our Vision: To become a model Episcopal Christian preschool that employs best practices in Early Childhood Education where children, parents and teachers experience transformative learning.

Our Core Values:

- Respect for all as God's beloved children
- Wonder, Awe and Joy
- Kindness
- Community
- Social and Environmental Justice

"Sustain your children, O Lord. Give them an inquiring and discerning heart, the courage to will and to persevere, a spirit to know and to love you and the gift of joy and wonder in all your works." Amen. (Book of Common Prayer)

PROGRAM GOALS

- To provide a loving and relaxed environment where the children's physical and emotional needs are met.
- To establish an atmosphere of respect/kindness for others, self, and property.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To provide children with self-regulation and social skills that are appropriate alternatives to anger and aggressive behavior.
- To help children learn how to participate and function well in a group.
- To help children develop self-control and a clear understanding of the expectations in this environment.
- To provide an environment where children will develop enthusiasm for learning, exploring, and creativity through the use of constructive play activities in the areas of: language, literacy, mathematics, social-emotional, visual and performing arts, social science, science, physical development, and health.
- To provide ample opportunity to develop coordination and large-motor skills through physical activity and outdoor play.
- To ensure a safe environment, both indoors and out.
- To establish assessment and evaluation measures that document developmental milestones and reflect individual learning progress.
- To be supportive of parents, encourage their involvement, and have open and honest communication.

PERSONNEL POLICIES

The policies and procedures set forth in this manual are designed to facilitate efficient operation of the Preschool, staff responsibility, and equitable treatment of employees. We are a group of people working together as a team. Together we embrace common rules of conduct so our team may achieve the program goals listed earlier.

Employee Rights

All personnel shall be informed of their rights pursuant to Sections 1596.881 and 1596.882 of the Health and Safety Code.

1. The licensee shall provide each employee with a Notice of Employee Rights (LIC 9052 [11/94]).
 - a) Each employee shall be asked to sign and date the LIC 9052 (11/94) to acknowledge receipt of the form.
 - b) A copy of the signed LIC 9052 (11/94) shall be kept in the employee's personnel record.
 - c) If the employee refuses to sign the LIC 9052 (11/94), a dated notation to that effect shall be kept in the
 - d) employee's personnel record.

Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Episcopal Church of the Good Shepherd Preschool policies and procedures. The handbook is not a contract. The Preschool reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on School bulletin boards.

Employment

At-Will Employment

Your employment with Episcopal Church of the Good Shepherd Preschool is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we

respect your right to leave the Preschool at any time, with or without notice and with or without cause.

Nothing in this handbook or any other School document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Director.

If a written contract between you and the Preschool is inconsistent with this handbook, the written contract is controlling. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. This policy may not be appropriate in its entirety for employees working in Montana.

Selection of Staff

All Preschool staff are employees of the Church of the Good Shepherd, and the Director is the administrator of the Preschool.

1. In recruiting staff members, the following information will be given:
 - a) Requirements of the position as set forth in the job description.
 - b) Qualifications for the position, using as a guideline, the minimum requirements described in Title 22 of the California Code of Regulations for Child Care Centers.
2. The selection of personnel shall be made without discrimination as to age, sex, race, color, creed, religion, or political belief, but with the purpose of fulfilling the Mission Statement of the Preschool.

3. A candidate will provide a resume, transcript, and references. These will be held in confidence.
 - a) To be a fully qualified teacher one should have the following (per Section 101216.1(c) of the Title 22 California Code of Regulations for Child Care Centers):
 - (1) Twelve post-secondary semester or equivalent quarter units in early childhood education or child development completed, with passing grads, at an accredited or approved college or university; and at least six months of work experience in a license child care center or comparable group child care program.
 - (A) The units specified in (c)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.
 - b) A teacher assistant candidate should be in the process of taking at least six post-secondary semester or equivalent quarter units of the education requirement specified in 4.a)(1) and 4.a)(1)(A) above.
4. The Director, in consultation, with the Rector will make the selection of employees.
5. Hiring practices include screening employees for necessary education and experiences and informing employees that the conditions of the employment included fingerprint clearance (Live Scan) includes;(DOJ- Dept of Justice, CACI-Child Abuse Index Checks and OSCA- Out-of-State Abuse Checks),a physical exam/health questionnaire with current TB clearance, Mandated Report Training (every two years), and Proof of Health and Safety w/Lead Training
 - a) A set of fingerprints, via Live Scan, to be used for Criminal and Child Abuse Index clearance. The cost of this service is the responsibility of the applicant.

Title 22 CCR Section 101170: Criminal Record Clearance

- (a) The Department shall conduct a criminal record review of all persons specified in Health and Safety Code Section 1596.871(b). The Department has the authority to approve or deny a facility license, or employment, residence or presence in the facility, based on the results of this review.
- (b) The following individuals are exempt from the requirement to submit fingerprints:
 - (1) A volunteer who is a relative, legal guardian, or foster parent of a child in the facility.

- (2) A volunteer that provides time-limited specialized services if all of the following apply:
 - (A) The volunteer is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption.
 - (B) The volunteer spends no more than 16 hours per week at the facility.
 - (C) The volunteer is not left alone with children in care.
- (3) A volunteer who is a senior citizen if all of the following apply:
 - (A) The senior citizen participates in a Foster Grandparent Program under the authority of the National Senior Service Corps and administered by the Corporation for National Service.
 - (B) The facility has an agreement with the foster grandparent program concerning the placement of the foster grandparent.
 - (C) The foster grandparent is supervised by the licensee or a facility employee with a criminal record clearance or exemption.
 - (D) The foster grandparent is not left alone with children in care.
- (4) A student who is enrolled or participating at an accredited educational institution if all of the following apply:
 - (A) The student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption.
 - (B) The facility has an agreement with the educational institution concerning the placement of the student.
 - (C) The student spends no more than 16 hours per week at the facility.
 - (D) The student is not left alone with the children in care.
- (5) A third-party repair person, or similar retained contractor, if all of the following apply:
 - (A) The individual is hired for a defined, time-limited job.
 - (B) The individual is not left alone with children.
 - (C) When children are present in the room in which the repairperson or contractor is working, a staff person who has a criminal record clearance or exemption is also present.
- (6) A medical professional, as defined in Section 101152(m)(1), who holds a valid license or certification from the individual's governing California medical care regulatory entity if all of the following apply:
 - (A) The criminal record of the individual has been cleared as a condition of licensure or certification by the individual's California medical care regulatory entity.
 - (B) The individual is providing time-limited specialized clinical care or services.

- (C) The individual is providing care or services within the individual's scope of practice.
- (D) The individual is not a community care facility licensee and is not employed, retained, or contracted by the licensee.
- (7) Employees of a licensed home health agency who have a contract with a child's parent or guardian and are in the facility at the request of that parent or guardian.
 - (A) The exemption shall not apply to an individual who is employed, retained or contracted by the licensee.
- (8) An attendant or facilitator for a child with a developmental disability who is visiting the child or providing direct care and supervision to the child.
 - (A) The exemption shall not apply to an individual who is employed, retained or contracted by the licensee.
- (c) Prior to the Department issuing a license, the applicant and the administrator shall obtain a California criminal record clearance or exemption.
- (d) All individuals subject to criminal record review shall, be fingerprinted and sign a Criminal Record Statement (LIC 508 [Rev. 1/03]) under penalty of perjury.
 - (1) A person signing the LIC 508 must:
 - (A) Declare whether he/she has been convicted of a crime, other than a minor traffic violation as specified in Section 101170(k) regardless of whether the individual was granted a pardon for the conviction, received an expungement pursuant to Penal Code 1203.4 or the individual's record was sealed as a result of a court order.
 - (B) If convicted of a crime other than a minor traffic violation as specified in Section 101170(k), provide information regarding the conviction.
 - (2) The licensee shall submit these fingerprints to the California Department of Justice, along with a second set of fingerprints for the purpose of searching the records of the Federal Bureau of Investigation, or comply with Section 101170(e)(1), prior to the individual's employment or initial presence in the child care facility.
 - (A) Fingerprints shall be submitted to the California Department of Justice by the licensee or sent by electronic transmission to the California Department of Justice by a fingerprinting entity approved by the California Department of Social Services.
- (e) All individuals subject to a criminal record review pursuant to Health and Safety Code Section 1596.871 shall prior to working, residing or volunteering in a licensed facility:
 - (1) Obtain a California clearance or a criminal record exemption as required by the Department or

- (2) Request a transfer of a criminal record clearance as specified in Section 101170(f) or
 - (3) Request and be approved for a transfer of a criminal record exemption, as specified in Section 101170.1(r), unless, upon request for a transfer, the Department permits the individual to be employed, reside or be present at the facility.
- (f) A licensee or applicant for a license may request a transfer of a criminal record clearance from one state licensed facility to another, or from TrustLine to a state licensed facility by providing the following documents to the Department:
- (1) A signed Criminal Background Clearance Transfer Request, LIC 9182 (Rev. 4/02).
 - (2) A copy of the individual's driver's license, or
 - (3) A valid identification card issued by the Department of Motor Vehicles, or
 - (4) A valid photo identification issued by another state or the United States government if the individual is not a California resident.
 - (5) Any other documentation required by the Department (e.g., LIC 508, Criminal Record Statement [Rev. 1/03] and job description).
- (g) The licensee shall maintain documentation of criminal record clearances or criminal record exemptions of employees in the individual's personnel file as required in Section 101217.
- (h) Violation of Section 101170(e) will result in a citation of a deficiency and an immediate assessment of civil penalties of one hundred dollars (\$100) per violation per day for a maximum of five (5) days by the Department.
- (1) Subsequent violations within a twelve (12) month period will result in a civil penalty of one hundred dollars (\$100) per violation per day for a maximum of thirty (30) days.
 - (2) The Department may assess civil penalties for continued violations as permitted by Health and Safety Code Section 1596.99.
- (i) Violation of Section 101170(e) may result in a denial of the license application or suspension and/or revocation of the license.
- (j) The licensee shall maintain documentation of criminal record clearances or criminal record exemptions of volunteers that require fingerprinting.
- (1) Documentation shall be available for inspection by the Department.
- (k) If the criminal record transcript of any individuals specified in the Health and Safety Code Section 1596.871(b) discloses a plea or verdict of guilty, or a conviction following a plea of nolo contendere, for any crime other than a minor traffic violation for which the fine was less than \$300 and an exemption pursuant to Section 101170.1(a) has not been granted, the Department shall take the following actions:

- (1) For initial applicants, denial of the application.
 - (2) For current licensees, the Department may institute an administrative action, including, but not limited to, revocation of the license.
 - (3) For current employees, exclude the affected individual pursuant to Health and Safety Code Section 1596.8897, and deny the application or revoke the license, if the individual continues to provide services and/or reside at the facility.
 - (4) For convicted individuals residing in the facility, licensee or employee, exclusion of the affected individual pursuant to Health and Safety Code Section 1596.8897, and denial of the application or revocation of the license, if the individual continues to provide services and/or reside at the facility.
- (l) The Department may seek verification from a law enforcement agency or court of an individual's criminal record as reported to the Department from any member of the public or affected individual.
- (1) Upon obtaining confirmation from a law enforcement agency or court of the offense, the Department shall proceed as if this criminal record information was provided by the California Department of Justice.
- (m) If the Department determines that any licensee or individual specified in Health and Safety Code Section 1596.871(b) is arrested for a crime for which, if convicted, an individual is not eligible, by law, to receive an exemption, pending completion of its investigation into the facts underlying the arrest, the Department may take the following actions:
- (1) If the arrested individual is a licensee, the Department may notify the licensee, by telephone or in writing, to immediately cease operation for up to 30 days.
 - (2) If the individual arrested is not a licensee, the Department may notify the licensee and the individual associated with the facility, by telephone or in writing, that the individual may not be present in the facility for up to 30 days.
- (n) After the Department notifies the licensee, pursuant to Section 101170(o)(1), or the individual pursuant to Section 101170(o)(2), he or she may present a written appeal that:
- (1) he or she is not the individual who was arrested,
 - (2) he or she has not been arrested for a crime that by law an individual is not eligible to receive an exemption, or
 - (3) he or she was arrested for a crime that by law an individual is not eligible to receive an exemption but the charges have been dropped or reduced to a crime that by law an individual would be eligible to receive an exemption. The appeal shall contain the licensee's or individual's current address and telephone number. After the Department receives the appeal and any supporting documentation, it shall review the appeal and

notify the licensee or individual of its decision within five (5) working days.

- (o) Should the Department determine at any time during the 30 days referred to in Sections 101170(o)(1) and (o)(2) that the criminal charges have been dropped or reduced to a charge for a crime that by law an individual would be eligible to receive an exemption, the Department shall immediately rescind the notice.
- (p) Nothing in this action shall be interpreted to supercede the Department's authority under Sections 1596.886 and 1596.8897 of the Health and Safety Code.

Title 22 CCR § 101170.1: Criminal Record Exemption.

- (a) The Department will notify a licensee to act immediately to terminate the employment of, remove from the facility or bar from entering the facility any person described in Sections 101170.1(a)(1) through (5) below while the Department considers granting or denying an exemption. Upon notification, the licensee shall comply with the notice.
 - (1) Any person who has been convicted of, or is awaiting trial for, a sex offense against a minor;
 - (2) Any person who has been convicted of a felony;
 - (3) Any person who has been convicted of an offense specified in Sections 243.4, 273a, 273d, 273g, or 368 of the Penal Code or any other crime specified in Health and Safety Code Section 1596.871(c)(2);
 - (4) Any person who has been convicted of any crime specified below:
 - (A) Battery
 - (B) Shooting at Inhabited Dwelling
 - (C) Corporal Injury on Spouse/Cohabitant
 - (D) Discharging Firearm with Gross Negligence
 - (E) Exhibiting Weapon/Firearm
 - (F) Threat to Commit a Crime Resulting in Gross Bodily Injury or Death
 - (G) Criminal Threat to Harm or Injure Another Person
 - (H) Cruelty to Animals
 - (I) Willful Harm or Injury to Child; or
 - (5) Any other person ordered to be removed by the Department.
- (b) In addition to the requirements of Section 101170.1(a), the licensee must return the confirmation of removal form that is sent by the Department, within five (5) days of the date of the form, that confirms under penalty of perjury that the individual has been removed from the facility.
 - (1) Confirmation must be made on either a Removal Confirmation - Exemption Needed, LIC 300A (Rev. 9/03), Removal Confirmation -

Denial, LIC 300B (Rev. 9/03), Removal Confirmation - Rescinded, LIC 300C (Rev. 9/03), or Removal Confirmation - Nonexemptible, LIC 300D (Rev. 9/03).

- (c) After a review of the criminal record transcript, the Department may grant an exemption if:
 - (1) The applicant /licensee requests an exemption for himself or herself, or
 - (2) The applicant/licensee requests an exemption in writing for an individual associated with the facility, or
 - (3) The applicant/licensee chooses not to seek an exemption on the affected individual's behalf, the affected individual requests an individual exemption in writing, and
 - (4) The affected individual presents substantial and convincing evidence satisfactory to the Department that he/she has been rehabilitated and presently is of such good character as to justify being issued or maintaining a license, employment or residence in a licensed facility.
- (d) To request a criminal record exemption, a licensee or license applicant must submit information that indicates that the individual meets the requirements of Section 101170.1(c)(4). The Department will notify the licensee or license applicant and the affected individual, in concurrent, separate notices, that the affected individual has a criminal conviction and needs to obtain a criminal record exemption.
 - (1) The notice to the affected individual shall include a list of the conviction(s) that the Department is aware of at the time the notice is sent that must be addressed in an exemption request.
 - (2) The notice will list the information that must be submitted to request a criminal record exemption.
 - (3) The information must be submitted within forty-five (45) days of the date of the Department's notice.
 - (A) Individuals who submit a criminal record exemption request shall cooperate with the Department by providing any information requested by the Department, including, but not limited to, police reports and certified court documents to process the exemption request, pursuant to Section 101170.1(e).
 - (B) If the individual for whom the criminal record exemption is requested is an employee or resident other than a spouse or dependent family member and the licensee/license applicant does not submit the information listed in the Department's written notice within 45 days of the date of the notice, the Department may cease processing the exemption request and close the case.
 - (C) If the individual for whom the criminal record exemption is requested is an applicant, licensee, spouse or dependent family member and the licensee/license applicant does not submit

- the information listed in the Department's written notice within 45 days of the date of the notice, the Department may deny the exemption request.
- (D) Individuals may request a criminal record exemption on their own behalf if the licensee or license applicant:
1. Chooses not to request the exemption and
 2. Chooses not to employ or terminates the individual's employment after receiving notice of the individual's criminal history, or
 3. Removes the individual who resides in the facility after receiving notice of the individual's criminal history.
- (e) The Department shall consider factors including, but not limited to, the following as evidence of good character and rehabilitation:
- (1) The nature of the crime including, but not limited to, whether it involved violence or a threat of violence to others.
 - (2) Period of time since the crime was committed and number of offenses.
 - (3) Circumstances surrounding the commission of the crime that would demonstrate the unlikelihood of repetition.
 - (4) Activities since conviction, including employment or participation in therapy or education, that would indicate changed behavior.
 - (5) A full and unconditional pardon granted by the Governor.
 - (6) Character references.
 - (A) All character references shall be on a Reference Request form (LIC 301E - Exemptions [Rev. 7/03]).
 - (7) A certificate of rehabilitation from a superior court.
 - (8) Evidence of honesty and truthfulness as revealed in exemption application documents.
 - (A) Documents include, but are not limited to:
 1. A Criminal Record Statement (LIC 508, Criminal Record Statement [Rev. 1/03]) and
 2. The individual's written statement/explanation of the conviction and the circumstances about the arrest.
 - (9) Evidence of honesty and truthfulness as revealed in exemption application interviews and conversations with the Department.
- (f) The Department shall also consider the following factors in evaluating a request for an exemption:
- (1) Facility and type of association.
 - (2) The individual's age at the time the crime was committed.

- (g) The Department may deny the individual's exemption request if:
 - (1) The individual fails to provide documents requested by the Department, or
 - (2) The individual fails to cooperate with the Department in the exemption process.
- (h) The reasons for any exemption granted or denied shall be in writing and shall be kept by the Department.
 - (1) Exemption denial notices shall specify the reason the exemption was denied.
- (i) The Department has the authority to grant a criminal record exemption that places conditions on the individual's continued licensure, and employment or presence in a licensed facility.
- (j) It shall be conclusive evidence that the individual is not of such good character as to justify issuance of an exemption if the individual:
 - (1) Makes a knowingly false or misleading statement regarding:
 - (A) Material relevant to their application for a criminal record clearance or exemption,
 - (B) His or her criminal record clearance or exemption status to obtain employment or permission to be present in a licensed facility, after the Department has ordered that they be excluded from any or all licensed facilities, or
 - (C) His or her criminal record clearance or exemption status in order to obtain a position with duties that are prohibited to him/her by a conditional exemption; or
 - (2) Is on probation or parole.
 - (A) If the individual is currently on probation, and provides sufficient proof that the probationary period(s) is informal, unsupervised and no probation officer is assigned, the Department may, in its discretion, grant a criminal record exemption notwithstanding Section 101170.1(j)(2).
- (k) The Department shall consider granting a criminal record exemption for an individual when the individual's criminal record history meets all of the applicable criteria specified in Sections 101170.1(k)(1) through (6) and the individual provides the Department with substantial and convincing evidence of good character as specified in Section 101170.1(c)(4). For purposes of this section, a violent crime is a crime that, upon evaluation of the code section violated and/or the reports regarding the underlying offense, presents a risk of harm or violence.
 - (1) The individual has been convicted of one nonviolent misdemeanor, and one year has lapsed since completing the most recent period of incarceration or probation.

- (2) The individual has been convicted of two or more nonviolent misdemeanors and four consecutive years have lapsed since completing the most recent period of incarceration, probation or parole, whichever is latest.
 - (3) The individual has been convicted of one or more violent misdemeanors and 15 consecutive years have lapsed since completing the most recent period of incarceration, probation or parole, whichever is latest.
 - (4) The individual has been convicted of one nonviolent felony and four consecutive years have lapsed since completing the most recent period of incarceration, probation or parole, whichever is latest.
 - (5) The individual has been convicted of two or more nonviolent felonies and ten consecutive years have lapsed since completing the most recent period of incarceration, probation or parole, whichever is latest.
 - (6) The individual has not been convicted of a violent felony.
 - (7) If the individual is currently on probation, and provides sufficient proof that the probationary period(s) is informal, unsupervised and no probation officer is assigned, the period of lapsed time required in Section 101170.1(k)(1) through (5) above shall begin from the last date of conviction(s).
- (l) It shall be a rebuttable presumption that an individual is not of such good character as to justify the issuance of an exemption if the individual fails to meet the requirements specified in Sections 101170.1(k)(1) through (6).
 - (m) The Department shall not grant an exemption if the individual has a conviction for any offense specified in Section 1596.871(f) of the Health and Safety Code.
 - (n) The Department shall consider granting a simplified criminal record exemption if the individual has the criminal history profile outlined in Sections 101170.1(n)(1) through (4) below:
 - (1) The individual does not have a demonstrated pattern of criminal activity;
 - (2) The individual has no more than one conviction;
 - (3) The conviction is a misdemeanor and is a crime that is nonviolent and does not pose a risk of harm to an individual; and
 - (4) It has been at least five consecutive years since the completion of the most recent period of incarceration or supervised probation.
 - (o) At the Department's discretion, an individual who is otherwise eligible for a simplified exemption may be required to go through the standard exemption process if the Department determines such action will help to protect the health and safety of clients.
 - (p) If the Department denies or cannot grant a criminal record exemption the Department shall:
 - (1) For initial applicants, deny the application.

- (2) For current licensees, the Department may institute an administrative action, including, but not limited to, revocation of the license.
 - (3) For current employees, exclude the affected individual pursuant to Health and Safety Code Section 1596.8897, deny the application or revoke the license, if the individual continues to provide services and/or reside at the facility.
 - (4) For individuals residing in the facility, including spouses of the applicant or the licensee, exclude the affected individual pursuant to Health and Safety Code Section 1596.8897, deny the application or revoke the license, if the individual continues to provide services and/or reside at the facility.
- (q) If a request for an exemption has been denied, the individual shall be excluded for a period of two years unless the individual has been convicted of a crime for which no exemption may be granted pursuant to Section 101170.1(m). If a request for an exemption has been denied based on a conviction of a crime for which no exemption may be granted, the individual shall be excluded for the remainder of the individual's life.
- (1) If the Department determines during the review of an exemption request, that the individual was denied an exemption for a conviction of a crime for which an exemption may be granted within the preceding two years, the Department shall cease any further review of the request until two years have elapsed from the date of the denial. In cases where the individual requested a hearing on an exemption denial, the Department shall cease review of the request for an exemption until two years from the effective date of the decision and order of the Department upholding the denial. In cases where the individual submitted a petition for reinstatement or reduction in penalty pursuant to Government Code Section 11522 that was denied, the Department shall cease review of the request for an exemption until two years from the effective date of the decision and order of the Department denying the petition.
 - (2) An exclusion order based solely upon a denied exemption shall remain in effect and the individual shall not be employed in or present in a licensed facility or certified home, unless either a petition or an exemption is granted.
 - (3) If an individual who has previously been denied an exemption re-applies after the relevant time period described in Section 101170.1(q)(1) above, the Department may, according to the provisions in Section 101170.1 et seq., grant or deny the subsequent request for an exemption.
 - (4) If an individual submits a petition pursuant to Government Code Section 11522 for reinstatement or reduction of penalty for an exclusion, an individual must submit his/her fingerprints through an electronic fingerprinting system approved by the Department and submit to the Department a statement of the reason why the individual should be permitted to work or be present in a facility, along with all information

required of an individual requesting a criminal record exemption as provided in Section 101170.1. If it is determined, based upon information provided by the Department of Justice, that the individual has been convicted of a crime for which no exemption may be granted, the petition shall be denied. An individual's failure to submit fingerprints or other information as requested by the Department, shall be grounds for denial of the petition. The burden shall be on the petitioner to prove sufficient rehabilitation and good character to justify the granting of the petition.

- (r) A licensee or applicant for a license may request a transfer of a criminal record exemption from one state licensed facility to another by providing the following documents to the Department:
 - (1) A signed Criminal Record Exemption Transfer Request, LIC 9188 (Rev. 9/03).
 - (2) A copy of the individual's:
 - (A) Driver's license, or
 - (B) Valid identification card issued by the Department of Motor Vehicles, or
 - (C) Valid photo identification issued by another state or the United States Government if the individual is not a California resident.
 - (3) Any other documentation required by the Department (e.g., LIC 508, Criminal Record Statement [Rev. 1/03] and job description).
- (s) The Department may consider factors including, but not limited to, the following in determining whether or not to approve the transfer of an exemption from one facility to another:
 - (1) The basis on which the Department granted the exemption;
 - (2) The nature and frequency of client contact in the new position;
 - (3) The category of facility where the individual wishes to transfer;
 - (4) The type of clients in the facility where the individual wishes to transfer;
 - (5) Whether the exemption was appropriately evaluated and granted in accordance with existing exemption laws or regulations; or
 - (6) Whether the exemption meets current exemption laws or regulations.
- (t) If the Department denies the individual's request to transfer a criminal record exemption, the Department shall provide the individual and the licensee with written notification that states the Department's decision and informs the affected individual of their right to an administrative hearing to contest the Department's decision.
- (u) At the Department's discretion, an exemption may be rescinded if it is determined that:
 - (1) The exemption was granted in error or
 - (2) The exemption does not meet current exemption laws or regulations or

- (3) The conviction for which an exemption was granted subsequently becomes non-exemptible by law.
- (v) The Department may rescind an individual's criminal record exemption if the Department obtains evidence showing that the individual engaged in conduct which is inconsistent with the good character requirement of a criminal record exemption, as evidenced by factors including, but not limited to, the following:
 - (1) Violations of licensing laws or regulations;
 - (2) Any conduct by the individual that indicates that the individual may pose a risk to the health and safety of any individual who is or may be a client;
 - (3) Nondisclosure of a conviction or evidence of lack of rehabilitation that the individual failed to disclose to the Department, even if it occurred before the exemption was issued; or
 - (4) The individual is convicted of a subsequent crime.
- (w) If the Department rescinds an exemption the Department shall:
 - (1) Notify the licensee and the affected individual in writing; and
 - (2) Initiate an administrative action.
- (x) If the Department learns that an individual has been convicted of a crime after obtaining a criminal record clearance or exemption, the Department, at its sole discretion, may initiate an administrative action to protect the health and safety of clients.

Title 22 CCR § 101170.2: Child Abuse Central Index.

- (a) Prior to granting a license for a child care center, the Department shall conduct a Child Abuse Central Index (CACI) review pursuant to Health and Safety Code Section 1596.877 and Penal Code Section 11170(b)(3). The Department shall check the CACI for the applicant(s) and all individuals subject to a criminal record review, pursuant to Health and Safety Code Section 1596.871(a) and shall have the authority to approve or deny a facility license, employment, or presence in the facility based on the results of the review.
 - (1) The applicant shall submit the Child Abuse Central Index checks (LIC 198A [3/99]) for all individual's required to be checked directly to the California Department of Justice at the same time that the individual's fingerprints are submitted for a criminal background check as required by Section 101170(a).
 - (A) Individuals who have submitted the Child Abuse Central Index check (LIC 198A [3/99]) with fingerprints on or after January 1, 1999 need not submit a new check if the individual can transfer their criminal record clearance or exemption pursuant to Section 80019(e) or Section 80019.1(f).
 - (2) The Department shall investigate any reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that

investigated the child abuse report. The Department shall not deny a license based upon a report from the CACI unless the Department substantiates the allegation of child abuse.

- (b) Subsequent to licensure, all individuals subject to a criminal record review, pursuant to Health and Safety Code Section 1596.871, shall complete a Child Abuse Central Index check (LIC 198A [3/99]) prior to employment or initial presence in the child care facility.
 - (1) The licensee shall submit the Child Abuse Central Index checks (LIC 198A [Rev. 3/99]) directly to the California Department of Justice at the same time that the individual's fingerprints are submitted for a criminal background check as required by Section 101170(d).
 - (A) Individuals who have submitted the Child Abuse Central Index check (LIC 198A [3/99]) with fingerprints on or after January 1, 1999 need not submit a new check if the individual can transfer their criminal record clearance or exemption pursuant to Section 80019(e) or Section 80019.1(f).
 - (2) The Department shall check the Child Abuse Central Index (CACI) pursuant to Penal Code Section 11170(b)(3). The Department shall investigate any reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that investigated the child abuse report. The Department shall not deny a license or take any other administrative action based upon a report from the CACI unless the Department substantiates the allegation of child abuse.
 - (3) The Department shall investigate any subsequent reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that investigated the child abuse report. The Department shall not revoke a license or take any other administrative action based upon a report from the CACI unless the Department substantiates the allegation of child abuse.
 - b) A report of a physical examination by a physician including a TB report dated within the last year and confirmation of up-to-date inoculations against MMR and whooping cough. We require all non-remote staff to maintain their Covid-19 immunizations with boosters as they become available.
6. The employment contract, along with an appropriate job description, will contain the position title, salary or hourly wage and the effective date of employment. Employment by the Church of the Good Shepherd is on an at will basis and may be terminated by the employer or by the employee at any time, with or without cause.

7. After an appointment is made, any major change in the assignment will be confirmed by letter to the employee.
8. A copy of the Employee Handbook will be available at the beginning of each school year.
9. All employees are required to sign an Employee Rights Statement at the beginning of their employment.

New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Episcopal Church of the Good Shepherd and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the school can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Episcopal Church of the Good Shepherd Preschool. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Director.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Preschool.

Contracts

1. The standard term for employment contracts is one year. Contracts may be renewed by mutual consent.
2. As part of their contract, each employee is required to complete a list of goals and will be formally observed and given constructive feedback during a conference with the Director at least once during the school year. Employees are encouraged to request more frequent observations and guidance. Evaluations will include recommendations on areas for

improvement. The Director may also identify course work or other educational opportunities that may be helpful.

3. Employees will be provided written copies of evaluations. Written responses to the evaluations are welcome and the Director will maintain records of formal observations and conferences.
4. Each staff member shall complete and present to the Director a self-evaluation at the end of the school year reflecting upon the goals they listed at the beginning of the year.

Personal Data Changes

It is your obligation to provide Episcopal Church of the Good Shepherd with your current contact information, including current mailing address and telephone number. Inform the school of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W- 2 and other mailings. To make changes to this information, contact Payroll or the appropriate department or person.

Nonexempt Personnel

If you are classified as nonexempt at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Director for clarification.

Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 40 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Episcopal Church of the Good Shepherd are for regular full-time employees only..

Regular Part-Time Personnel

All employees who work fewer than 40 hours per week are considered part time. Part-time employees are not eligible for the Episcopal Church of the Good Shepherd benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Pay period

All staff will be paid on the 15th and the end of the month. Deductions will be made for taxes, FICA, and if eligible and requested by the employee, health

insurance and retirement plan contributions. **Churches and non-profits are exempt from paying unemployment insurance.**

Staff Training and Development

The Preschool supports and encourages the professional growth and development of staff through in-service training, early childhood seminars and conferences and continuing education courses. The Director must approve reimbursement for conferences, lodging and meals.

The Director, or others designated, will conduct in-service training for all new staff in areas of curriculum, discipline, and parent relations. Employees are required to take courses and stay current in CPR and First Aid as requested by the Director. All staff members are required to take advantage of training opportunities such as the NAEYC or CAEYC Conferences, or the equivalent, as determined by the Director. There will be no additional pay for conferences or classes that may be required as part of your professional growth.

Resignation/Termination

1. Please submit resignation letters in writing to the Director as early as possible after a decision to resign has been made and at least one month in advance of the last day of service. Please include the effective date and reason for resigning.
2. The Church of the Good Shepherd is an at will employer. Employment may be terminated by the Preschool or employee at any time.

Attendance and Leave

Attendance

The job of each employee is important to the Preschool program.

1. Employees are expected to be punctual. All Preschool teachers must be at school prepared to work at their assigned time. Classrooms must be prepared and teachers ready to meet the children no later than 10 minutes before the start of class. If an employee will be late, s/he is to text or call their teaching partner and supervisor.
2. If unable to work, employees are to call or text the supervisor and the teaching partner. The supervisor can secure a substitute if needed.
3. Following an absence, the employee must complete the PTO request form. This will enable the Preschool to maintain records of absences. This form is available online in the employee portal.

Additional Required Activities and Events

There will be specific activities and events in which teachers will be required to participate such as staff meetings, Family Orientation, workdays, parent/teacher conferences, evening programs, fundraising, and conferences for professional growth. Teachers are strongly encouraged to attend Church of the Good Shepherd 10:00 a.m. worship service for Back-to-School Blessing Sunday (usually held on the Sunday before Labor Day weekend, e.g. Sunday August 29th, 2021). The Preschool is a ministry of the Church of the Good Shepherd. Take responsibility for understanding the church year (Advent, Christmas, Lent, Eastertide, Creation Season) and when asked, disseminate church literature and event notices. Speak well of the church and congregation.

Leave Policy

The Preschool leadership believes “every day is important” and each employee desires to be teaching and caring for our students. We are also committed to supporting each other. Please try to plan appointments for after your work hours or on days the school is closed.

Administration of the Leave Policy

1. Leave time is defined as any time away from your responsibilities for sickness, emergency and/or for necessary personal business.
2. The Director is to be notified of any absence from duties and hours agreed upon in contracts. A PTO request form is to be filled out by the teacher as soon as possible since it can be accessed from home.
3. In the PTO request, detail the arrangements made for class coverage. Provide your substitute the needed materials to enact your lesson plan.

Paid Time Off

In CA, employers are required to provide sick leave, but they are not required to provide vacation or personal days. Church of the Good Shepherd values our employees’ time and chooses to provide additional days for a non-exempt employee to use as necessary. We put this personal time and your state required sick leave into one group titled Paid Time Off (PTO).

1. PTO is accrued at a rate of 1.05 hours for every 30 hours worked. Employees may begin using their accrued PTO after 90 days of employment. You cannot use more PTO than has been accrued.
2. Unused PTO will not roll over to the next fiscal year. However, unused PTO will be paid out at the end of each fiscal year (July 31st) or at the

end of employment, whichever occurs first. If termination occurs before the 90 days of employment is met, no accrued PTO will be paid.

3. Bereavement Leave: It is our intent to support all our employees following the death of a loved one. In addition to your PTO bank, you are entitled to paid days off for the loss of a loved one.
4. An employee is entitled to 3 paid days off in the event of the death of an immediate family member. Immediate family members include the employee's spouse, child (including grandchild, step, foster, and in-law) parent (including step, foster, and in-law) or sibling (including step, foster and in-law).
5. An employee is entitled to 1 paid day off in the event of the death of an extended family member. This includes grandparents (including step, foster, and in-law), aunt, uncle, niece, or nephew.
6. Documentation may be required. This can include a death certificate, published obituary, written verification of death, burial, or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.
7. Sick Leave Accounting: California law requires employers to track paid sick leave. When requesting time off, the employee is to notify the Director and confirm if the request is for sick leave or a personal reason.
8. Timely Notice: An employee may request PTO by submitting the online PTO request Form to the Director. The request must be made as soon as the employee has determined the need to use PTO. Requests for non-medical reasons must be made no later than five days before the time requested.

Holiday Pay

Employees will be paid for the following holidays during the school year: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, and Easter Monday. In addition, the employee will receive the following holidays off unpaid: Martin Luther King Day, Labor Day, Memorial Day, Independence Day, Veteran's Day, and President's Day. One Teacher Workday per year may be completed by lesson planning at home. You are expected to be working at your site for your allotted daily hours on all other Teacher Workdays.

Jury Duty

Jury Duty is considered leave of absence without pay.

Leave of Absence without Pay

Unusual circumstances may necessitate special absences without pay. Requests for such leave should be addressed to the Director as far in advance as possible. Any unauthorized leave will result in a warning letter to the employee which will be placed on file.

Pregnancy Disability Leave (PDL)

An employee who is disabled by pregnancy and unable to perform one or more of the essential job functions may apply for unpaid pregnancy disability leave. Employees must provide medical certification of the need and duration of the PDL leave. PDL is up to 4 months or the duration of the disability, whichever is shorter.

Maternity Leave

1. After one year of service, an employee may be granted maternity leave, first using all PTO leave time and then without pay for a maximum of two months.
2. An employee returning from maternity leave may be reinstated to his/her former position or to a comparable position if one exists at that time.

Military Leave (USERRA)

Episcopal Church of the Good Shepherd Preschool complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your supervisor or appropriate department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Director of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Supervisor or appropriate department.

Bone Marrow and Organ Donation Leave

Episcopal Church of the Good Shepherd Preschool will provide employees, who have been employed with the Preschool for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow. When donating an organ, you may take up to 30 paid business days in any one-

year period. When donating bone marrow, you may take up to five paid business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

The Preschool will also provide employees with an additional unpaid leave of absence of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

[[Before taking paid leave under this policy, you must first use two weeks of accrued sick or vacation time when donating an organ, or five days accrued sick or vacation time when donating bone marrow.]]

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

The Preschool will not retaliate against employees who request or take leave in accordance with this policy.

California Family Rights Act (CFRA) Leave

Episcopal Church of the Good Shepherd Preschool provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave:

- You must have been employed for at least 12 months (52 weeks) with the Preschool prior to beginning CFRA leave; and
- You must have worked for the Preschool at least 1,250 hours during the 12-month period immediately before the leave is to start (with exception).

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth of a child, or adoption or foster care placement of a child with you.

- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- Family member means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom you stand in loco parentis.
- Parent means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to you when you were a child.
- Sibling means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is [[the calendar year, any fixed consecutive 12-month period, the 12-month period measured forward from the day CFRA leave began, or a rolling 12-month period that is measured backward from the date any CFRA leave is used]].

You [[are required/may elect]] to use any accrued vacation time or other paid accrued time off that you are eligible to take during the otherwise unpaid portion of the CFRA leave. You also [[are required/may elect]] to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for your own serious health condition, a qualifying exigency, or any other reason mutually agreed to between you and the Preschool.

CFRA leave will run concurrently with other federal/state laws where permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt school operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, the Preschool may require you to provide certification from your own or the Preschool's health care provider.

If leave is for your own serious health condition, certification must include:

- The date on which the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date on which the serious health condition began. The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

The Preschool may require subsequent recertification of your own serious health condition if additional leave is required.

If the Preschool has reason to doubt the validity of the certification provided, the Preschool may require, at its own expense, that you obtain a second opinion from a health care provider, designated or approved by the Preschool. If the second opinion differs from the original certification, the Preschool may again require, at its own expense, that you obtain a third opinion from a different health care provider, designated or approved jointly by you and the Preschool. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your health care provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If the Preschool provides you with health benefits under a group health plan, the Preschool will maintain and pay for your health coverage [[for up to 12 weeks]] at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the Preschool may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

The Preschool will not retaliate against employees who request or take leave in accordance with this policy.

Crime Victim Leave

Episcopal Church of the Good Shepherd Preschool provides employees who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation or personal holiday.

The Preschool will not retaliate against employees who request or take leave in accordance with this policy.

Paid Family Leave Insurance

Good Shepherd Preschool is a non-profit organization, and therefore exempt from California's Paid Family Leave (PFL) insurance program.

Voting Leave

If your work schedule prevents you from voting on Election Day, Episcopal Church of the Good Shepherd Preschool will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Director, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give Episcopal Church of the Good Shepherd Preschool reasonable advance notice.

Pay, Compensation, and Benefits

Basic Compensation

The Preschool Director, with the Rector and approval of the Vestry, establishes the guidelines for staff and faculty compensation. Salary increases will be subject to budgetary considerations. Yearly increases in salary, when merited, will be recommended by the Director.

Staff is paid hourly for their agreed upon schedule. Overtime is only allowed with Director pre-approval or when a staff member has been forced to stay over 8 hours due to a late child pick-up. Your timesheet is to accurately reflect if you leave early on a given day, take a PTO day, or work pre-approved extra hours.

If you are a lead teacher, you are required to attend 9 two-hour staff meetings over the course of the year that are not held on staff development days. This will mean 18 hours of additional pay. You will also be paid 1 hour for each student conference report you complete. For example, if you have 14 students and have 2 conferences per year, you will be paid for an additional 28 hours for writing reports. You may elect to apply your 46 hours allotted for staff meetings and conference report writing on weeks the School is on

holiday to help you budget through closed weeks. If your class is not fully enrolled with 14 students, the timesheet must reflect this, and your pay adjusted. If you are an assistant teacher, you are invited to all staff meetings and will be compensated for your time. Reports are only written by the lead teacher of each class.

On conference days there are no scheduled classes or students in attendance. Each family should be allotted a 30-minute conference slot. With 14 enrolled this will mean 7 hours of pay on conference days if every family participates. You are entitled to add the hours over your assigned daily hours to your timesheet, on conference days, if your regular scheduled work is less than 7 hours. Should you have families choose not to participate, not show, or you are an 8-hour employee you may leave early on conference days however your timesheet should reflect that choice. You may also choose to stay your entire scheduled day and work on projects that benefit the School such as cleaning and organization of shared spaces.

Social Security, Workers' Compensation, Disability

All employees are covered by Social Security and Workers' Compensation except those hired as private contractors. Disability Insurance is available only to those full-time employees who have elected to participate in the Preschool's insurance program.

Benefits

The Preschool provides all non-exempt employees contracted to work over 400 hours per year a \$25,000 life insurance policy, a short-term disability policy, and a long-term disability policy covered at 100%. These employees are additionally offered an optional retirement savings account with dollar-for-dollar matching up to \$100 per month. Good Shepherd Preschool does not cover medical and dental benefits.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Episcopal Church of the Good Shepherd Preschool employees and their beneficiaries to continue health insurance coverage under the Preschool health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the Director to learn more about your COBRA rights.

Recording Time

Episcopal Church of the Good Shepherd Preschool is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Preschool has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using school time sheets. Exempt employees may also be required to track days or time worked. Speak with your Director for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Preschool procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period. Immediately before resuming work, after your meal period. Immediately after finishing work.
- Immediately before and after any other time away from work.
- [[Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings)]]].

Time sheets are to be turned in to your Director or appropriate department on the last work day listed on the time sheet.

Notify your Director of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your Supervisor or appropriate department any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Director.

At certain times Episcopal Church of the Good Shepherd Preschool may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked more than 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Unemployment Compensation Insurance

Unemployment compensation insurance is NOT paid for by Episcopal Church of the Good Shepherd **Churches and non-profits are exempt from paying unemployment insurance.** Employees of the school are prohibited from filing for unemployment compensation.

Paycheck Deductions

Episcopal Church of the Good Shepherd Preschool is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Director.

The Preschool will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Director.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday. The Preschool will not retaliate against employees who report erroneous deductions in accordance with this policy.

Suspension of School Operations

Although the School expects to operate its facilities during the entire term of your respective employee contract, events beyond the School's control may necessitate that the School cease its operations for a significant period of time, or suspend its duties and obligations under this Handbook, or both (which are hereafter referred to as a "Suspension"). A Suspension within the meaning of this section will occur only after the School declares in writing that a Suspension has occurred. The School may make such a declaration in its sole discretion and without prior notice. The events that might cause the School to declare a Suspension could include, but are not limited to, fire, act of God, weather event, natural disaster, flood, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or another event beyond the School's control. The Suspension shall last until the School, in its sole discretion, declares an end to the Suspension. If the School is providing online or other instruction despite the event that caused the Suspension, the School will make reasonable efforts to maintain your contracted schedule/hours.

Accommodations

Accommodations for Nursing Mothers

Episcopal Church of the Good Shepherd Preschool is required by law to provide requesting employees that are nursing mothers with certain accommodations to express milk upon request. Accordingly, the Preschool will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and
- A private room or other location in close proximity to their work area, other than a restroom, which is shielded from view and free from intrusion, to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your Director. If the Preschool cannot provide break time or a location that complies with the above, the Preschool will provide you with a written response.

Break Times

Regarding break times, you may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Milk Storage

Expressed milk can be stored [[in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler]]. [[Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.]]

Retaliation

The Preschool will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel the Preschool is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Preschool to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Accommodations for Victims of Crime or Abuse

Episcopal Church of the Good Shepherd Preschool will provide reasonable accommodations to employees who are the victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on the Preschool.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or workstation, or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime.
- Referral to a victim assistance organization.

Upon receiving a request, the Preschool will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify the Preschool that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to the crime or abuse, such as:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from the crime or abuse.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred.

Unpaid Leave

If you are a victim, the Preschool will also provide you with unpaid leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child.

For purposes of unpaid leave, victim includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that has caused physical injury, or mental injury and a threat of physical injury. A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- Your (or your spouse's or domestic partner's) biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you or they were a minor child.
- Your biological, foster, or adoptive sibling, step-sibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective bargaining agreement that states otherwise.

Notice

You must provide reasonable advance notice of your intent to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim;
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor stating that you were undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse.

Confidentiality

The Preschool will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

The Preschool will not retaliate against employees for their status as a victim of crime or abuse or for requesting or taking leave or a reasonable accommodation in accordance with this policy.

Disability Accommodation

Episcopal Church of the Good Shepherd Preschool complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Preschool will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Director.

You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Preschool will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Preschool in connection with a request for accommodation will be treated as confidential.

The Preschool encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Preschool is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the

extent any reasonable accommodation can be made without imposing an undue hardship on the Preschool.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Preschool will not discriminate or retaliate against employees for requesting an accommodation.

Religious Accommodation

Episcopal Church of the Good Shepherd Preschool is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees, unpaid interns, and volunteers may request an accommodation when their religious beliefs cause a deviation from the Preschool dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. The Preschool will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Preschool will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Preschool question the validity of a person's belief.

If you require a religious accommodation, speak with your director or appropriate department.

Policies, Procedures, and Other

Administration

1. The Director is responsible for the administration of the Preschool and its policies.
2. Personnel records are private and maintained for each employee and are available to each employee by request.
3. These written personnel policies and procedures are distributed annually and are always available to all staff members. Each new staff member receives a copy upon employment.

Conflicts of Interest

Episcopal Church of the Good Shepherd is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If

there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the school, you must disclose it to your Director. If an actual or potential conflict of interest is determined to exist, the school will take such steps as it deems necessary to reduce or eliminate this conflict.

Non-solicitation/Non-distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Episcopal Church of the Good Shepherd Preschool has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, as long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your Director.

Social Media

At the Episcopal Church of the Good Shepherd, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain

responsibilities. To minimize risks to the School, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the School. Guidelines For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the School, as well as any other form of electronic communication. School principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the School.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The School cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or School policy. Your personal posts and social media activity should not reflect upon or refer to the School.

Maintain Accuracy and Confidentiality

When posting information:

- Do not post photos of students on your personal social media pages.
- We recommend that you DO NOT friend/follow/etc. parents of students on your personal pages.

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the School.
- Do not create a link from your personal blog, website, or other social networking site to a School website that identifies you as speaking on behalf of the School.
- Never represent yourself as a spokesperson for the School. If the School is a subject of the content you are creating, do not represent yourself as speaking on behalf of the School. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work:

- Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the School.

Media Contacts:

- If you are not authorized to speak on behalf of the School, do not speak to the media on behalf of the School. Direct all media inquiries for official School responses to Human Resources.

Retaliation and Your Rights:

- Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

Third Party Disclosures

From time to time, Episcopal Church of the Good Shepherd may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit. If you receive such a contact, you should not speak on behalf of the School and should refer any call requesting the position of the School to the Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Director.

Workplace Privacy and Right to Inspect

Episcopal Church of the Good Shepherd Preschool property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Preschool and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on School premises including that kept in lockers and desks.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Episcopal Church of the Good Shepherd Preschool is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The Preschool is dedicated to the fulfillment of

this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Preschool will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy. The Preschool will take appropriate corrective and remedial action, if and where warranted. The Preschool prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Director or any other designated member of management.

Policy Against Workplace Harassment

Episcopal Church of the Good Shepherd Preschool has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on School premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following two types:

Quid pro quo sexual harassment ("this for that"), which includes:

- Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.

Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment.

Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
- Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
- Leering, obscene or vulgar gestures, or sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching, or assaulting others. Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase,

failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify the Director or any member of management.

The Preschool prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Preschool begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the Preschool will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Preschool will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Preschool determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Preschool may

monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Preschool will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. You must file a complaint with the DFEH within three years of the alleged

unlawful action. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Filing of Complaints Outside Company

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below.

Contact these agencies directly for more information about filing processes.

California Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100 Elk Grove, CA 95758
800-884-1684 or 800-700-2320 (TTY) or California's Relay Service at 711

contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov/> https://www.dfeh.ca.gov (main website)

<https://www.dfeh.ca.gov/shpt/> <https://www.dfeh.ca.gov/shpt/> (online sexual harassment training courses)

U.S. Equal Employment Opportunity Commission
450 Golden Gate Avenue 5 West
P.O. Box 36025
San Francisco, CA 94102-3661
800-669-4000 or 510-735-8909 (deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

Open Door/Conflict Resolution Process

Episcopal Church of the Good Shepherd strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Director and, if necessary, to Human Resources or

upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the School, management, its employees, vendors, customers, or any other persons or entities related to the School, bring your concerns to the attention of your Director at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Director. If you have already brought this matter to the attention of your director and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Dress Code

A clean and neat appearance is expected. Closed toe shoes are required. Inappropriate tattoos must be covered. Visible body piercings other than those for earrings are not permitted.

Heat Illness Prevention

Episcopal Church of the Good Shepherd Preschool is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness. This policy ensures that employees working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed to be having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness. You will be encouraged to remain in the shade.

- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

The Preschool provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

The Preschool has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your Director if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Preschool can respond with medical attention, as appropriate.

The Preschool will not discriminate or retaliate against employees who take preventative cool-down rest periods in accordance with this policy.

Grievance Procedure

As adult professionals, the expectation is that you make every effort to address issues with coworkers independently and professionally. If these attempts have been unsuccessful the following procedures are established for a review of personnel issues when such issues may arise:

1. Conference with the Director

The employee shall discuss the issue with the Director and may present a written statement detailing the issue. The Director shall review the statement and respond in writing. The written statements shall constitute the basis for further review of the matter.

2. Conference with the Rector

If discussion between the employee and the Director has not produced a satisfactory resolution of the matter it may be referred to the Rector.

Drug and Alcohol Policy

Episcopal Church of the Good Shepherd is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the School to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The School expressly prohibits employees from engaging in the following activities when they are on duty or conducting School business or on School premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.
- While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The School does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the School Disability Accommodation policy for additional information.
- Employees are not to personally engage in babysitting or transporting students. Employees engagement with students should be restricted to their role(s) and responsibilities related to their job with the School only.
- Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take an over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Director if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

- From time to time, the School may sponsor social or business-related events where alcohol may be served.
- This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

- Violation of this policy may result in disciplinary action, up to and including termination of employment.

Customer, Client, and Visitor Relations

Episcopal Church of the Good Shepherd strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Director immediately.

If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Director or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our School as a leader in its field.

Disciplinary Process

Violation of Episcopal Church of the Good Shepherd policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The School encourages a system of progressive discipline depending on the type of prohibited conduct. However, the School is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Director will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the School is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

PROGRAM POLICIES

Allergies

Each teacher should be aware of any allergies among her/his students. When Preschool starts, look over the children's forms for any allergies listed (especially food allergies). Allergies must be posted in each room should a substitute teacher be working that day. If a child has a medical condition that may require medication, additional forms must be completed.

Announcements

Teachers are responsible for checking dates on the yearly calendar, the website, and noting any special activities or schedule changes for the day.

Backpacks

A backpack or book bag is necessary for each child. Children bring their own lunch bag and water bottle to School every day.

Confidentiality

Please be mindful and respectful of the student and his/her family's privacy by protecting confidentiality. Discussing private matters concerning a child or his/her family to non-staff members would be a breach of confidence and is detrimental to the professional atmosphere and credibility of the Preschool. This also applies to speaking of staff, children, and their families outside of School. Preschool matters are to remain at School. If there are concerns relative to children or families that must be addressed while at School, discussion is to be conducted in a private area.

Custody Agreements

To accommodate the special requests and arrangements often necessitated by situations of marital separation and/or divorce, a copy of the most recent custody agreement contracted between parents of the Preschool child may be required to be on file with the child's registration records. Our goal is not to cause undue embarrassment and to always assure the safety of the child.

Drop-off and Pick-Up

Punctuality is important. Doors should open on time. If we are asking families to be punctual we need to model this as well. All children are to be picked up on time. A late fee is charged after a 5-minute grace period. If a child is not picked up on time; the teacher is to inform the office by completing the Late

Pick-Up Report form on the employee portal so appropriate charges can be placed on the Brightwheel account. For equitable treatment of all families, it is important to be consistent with enforcement of our policies.

Emergency Drills

1. Each teacher will go over escape routes and severe weather/earthquake drill procedures with his/her class. Practice NO LESS than once every month as required by the State Fire Marshal.
2. Teachers will use Brightwheel, the Preschool's management application software program app, to track attendance during drills.
3. Formal fire drills are initiated periodically by the Director.
4. An escape route is posted near all doorways in each classroom.
5. Disaster packs for each child are located outside the men's restroom at the Church site and underneath the sign-in tables at the Grange Site.
6. In the event of evacuation, we will transport the children in cars and vans to the Corral Market parking lot at Corral de Tierra Road and Hwy. 68.

End of the Day

Please use the time at the end of the day to plan the next day's activities and to clean your classroom.

Field Trips

1. All field trips must be cleared in advance with the Director and the Grange Site Supervisor. Teachers will provide the location, time of the class's departure and return, phone number, and any other pertinent information for all field trips, class picnics, excursions off campus, etc. It is important that we know where your class is AT ALL TIMES. Times and places of field trips must be placed on the Yearly Calendar, Monthly Take-home Calendar, and published in the Newsletter. Our Release Form is valid only if parents receive prior notification of field trips. It is the teacher's responsibility to inform parents.
2. Teachers are responsible for obtaining drivers and chaperones for all field trips. Room parents may be asked to assist in soliciting volunteer drivers for the trip. All drivers must have current insurance information and a copy of their driver's license on file in the office.
3. All children must be properly belted in a child's car seat that meets Federal Motor Vehicle Safety Standards. Teachers are responsible for ensuring that a first aid kit accompanies all off-campus trips.

4. Teachers are responsible for having Emergency Contact phone numbers and a copy of each child's medical release and insurance information with them for all off-campus events.
5. Each child will wear a Church of the Good Shepherd Preschool nametag, which includes the name and telephone number of the Preschool, for every field trip.

First Aid

A fully equipped first aid kit is located in the supply room off the Preschool room at the Church Site and in the kitchen at the Grange Site. Each teacher is responsible for having a fanny pack or a zip lock baggie with first aid materials at all times (Kleenex, gloves, Ouchie Reports, and a pen). Each site has a first aid kit at the outside playgrounds.

Family Orientation Week

Prior to the first day of school, teachers will call each family on their roster and make appointments for the week before school. These appointments are for the entire family of the student. We want to find a time when both parents or primary care providers can attend to encourage involvement and inclusion. The focus should be on the preschooler so it is fine to suggest they attempt to find childcare for siblings, but if no childcare is available, they should bring the sibling so both parents can attend. The goal of this meeting is to become acquainted with the classroom, the teacher's instructional methods, and classroom management techniques. These appointments are meant to acclimate the child, give an overview of the year, answer individual questions of the family, and build an initial relationship with each family. The appointments should last between 1-1.5 hours. No more than two families can be scheduled at the same time to allow for the individual attention that each family needs.

Godly Play Storytime

Godly Play stories may be offered once a week by a trained storyteller. We also invite teachers to incorporate Episcopal lessons into the curriculum in a developmentally appropriate way.

Incidental Medical Services

In accordance to health and Safety Code Section 1596.750, child care centers provide non-medical care and supervision to children. However as stated, use of the term "non-medical" does not preclude the provision of some (outlined below) incidental medical services to a child in a child day

care facility as specified; this could include handling prescription medications, non-prescription medications, and providing other incidental medical services.

In accordance to California Code of Regulations, Title 22, Sections 101214, 101215, 101216, 101218, 101218.1, 101219, 101226, and 101226.3) the licensee will ensure that the child's needs can be met at the time of admission by utilizing assessment tools to address possible medical conditions and/or chronic illness. If identified at the point of admission as a result of admission assessment tools, incidental medical services will be activated to follow protocol as outlined herein.

Policy

Incidental medical services will be arranged so that services provided, specifically medication administered will not need to be given during school hours. If medication must be given or made available during school hours, written requests from the child's physician and parent/guardian must be identified on the Medication Administration form and submitted with either a routing or referral (on an Internal Request for Follow-up Services form). Neither the child nor the medication may be present at the center until a care plan is in place and staff has been trained (if necessary). This policy includes all prescription medications (temporary and long-term) and non-prescription medications, as well as administering inhaled medication, Epi Pen and Epi Pen Jr. Injection, and carrying or complying with medical orders.

Rationale

Head Start Performance Standard 45 CFR Section 1304.22(c)(1-6), Title 22, Division 12 – Section 1596.81, California Child Care Center General Licensing Requirements.

Procedure

Guidance

If medication must be given at or made available at the center, written request from the child's physician and parent/guardian must be identified on the Medication Administration form and submitted with either a Routing or Referral (on an Internal Request for Follow-up Services form). Neither the child nor the medication may be present at the center until a care plan is in place and staff has been trained (if necessary).

Procedure

The following procedures will be followed to provide Incidental Medical Services to Children at Head Start/Early Head Start centers for prescription medications (temporary and long-term) and non-prescription medications, as well as administering inhaled medication, EpiPen and EpiPen Jr. injection, and carrying or complying with medical orders:

1. Once it has been identified that a child will require prescription or nonprescription medication at the center, center staff will give the parent/guardian the Medication Administration form. This form must be completed by both the parent/guardian and the prescribing medical provider. The Medication Administration form will remain current until the parent/guardian identifies a new/different medication or states medication is no longer needed. Note: If a new medication is required, the parent/guardian and prescribing physician must complete a new Medication Administration form. If medication is no longer needed, a notice must be received by the Child's medical provider.
2. Once the Medication Administration form has been completed by the parent/guardian and prescribing medical provider, the Designated EHS Staff/Family Services Worker (FSW)/Site Supervisor (SS) will submit either a Routing (if the need for medication is identified at enrollment) or a Referral (if the need for medication is identified after enrollment) to SOP Health/Nutrition Services. A care plan will be generated by SOP Health/Nutrition Services. All necessary medication administration trainings will be provided by SOP Health/Nutrition Services.
3. The center will receive from SOP Health/Nutrition Services the care plan and a labeled medication storage bag along with copies of the medical provider's administration directions. Upon receipt of the medication storage bag, center will place the child's medication in the bag and store in locked medication box.
4. All center staff will receive intermittent health care training on incidental medical services provided. Whenever possible, Center staff will include the child's family and/or other medical personnel including but not limited to SOP Health/Nutrition/Safe Environments unit, to provide additional support for training.
5. Once the care plan has been received by the center and necessary trainings completed, the family will be notified that the child can start or return to the center. The family will also be instructed that the medication will be reviewed to ensure the following:

- The medication matches the medication identified on the classroom care plan and the Medication Administration form.
 - The medication is current and not expired.
 - The medication has the child's name listed (if the medication is not an over-the-counter medication).
 - The medication is in its original box/container with either the original pharmacy label or the manufacturer's label (if the medication is over-the counter).
6. The teacher will receive the medication prior to the child being signed-in by the parent/guardian. The Medication Checklist will be completed by the teacher. If any answer is "no" on the checklist, the medication will not be accepted by the teacher. The child will be excluded until all medication requirements on the checklist can be met. If the medication meets the requirements and all medication aids (i.e. aerochambers) will be accepted and immediately placed in a medication lock box.
 7. All medication administrations must be documented on the Medication Administration log. This log will be submitted to the SOP Health/Nutrition Services on a monthly basis.
 8. A parent/guardian may elect to administer medications to a child during the school day. This may be done without having a Medication Administration form on file. The child may remain in the classroom while the parent administers the medication. The administration must be documented by staff on the Medication Administration log. The documentation should reflect the parent administered the medication to the child. If the medication given is to relieve respiratory distress (i.e. an inhaler treatment), the parent/guardian must stay 20 minutes after the administration to ensure the child is well enough to remain at the center. If the medication given is for a long-term diagnosed medical condition (i.e. asthma, seizures, etc.), a care plan must be on file.
 9. Expiration dates on medication will be checked every two months by the SOP Health/Nutrition Services Unit unannounced. Site Supervisors will be responsible for filling out the Quarterly Medication Check and submitting it to the SOP Health/Nutrition Unit. If an expired medication is identified, the child will be excluded until the parent/guardian can provide a current replacement. The replacement must meet all requirements on the Medication Checklist form.
 10. Expired medication, medication belonging to children who no longer attend the program or are dropped, and when medication is no longer

required must be returned to the child's parent/guardian. If that is not possible, the medication must be hand delivered to the SOP Health/Nutrition Service Unit.

11. All medicines and medical equipment including EpiPens will be located in the classroom under adult supervision and inaccessible to children.
12. Universal precautions shall be followed in the administration of all medications, intermittent healthcare and first aid.
13. Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
14. Parents of children taking ongoing medication (daily) will have access to medicine log in office to follow the dispensing of medication.
15. Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.
16. Medication shall be taken from secured storage. Teachers shall take any medication needed for children under their supervision on any activity, event or field trip away from campus. See special EpiPen instructions under EpiPen section.

Administering Inhaled Medication

The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

1. The licensee of staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
 - a. The instructions shall contain all of the following information:
 - i. Specific indications for administering the medication pursuant to the physician's prescription.
 - ii. Potential side effects and expected response.
 - iii. Dose---form and amount to be administered pursuant to the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.

- v. Instructions for proper storage of the medication.
 - vi. The telephone number and address of the child's physician.
 - b. The instructions shall be updated annually.
2. The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

EpiPen Jr. and EpiPen:

The following applies to the use of the EpiPen Jr. or the EpiPen:

Use in accordance with the direction and as prescribed by a physician.

1. Keep ready for use at all times.
 - a. EpiPens are kept in each classroom in a first aid kit that is out of reach of children, but accessible to adult staff.
 - b. Teachers take first aid kits with them to any event, outside activity or field trip and keep them under their immediate supervision and availability.
2. Protect from exposure to light and extreme heat.
3. Note the expiration date on the unit and replace the unit prior to that date.
4. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
5. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Carrying Out the Medical Orders of a Child's Physician/Medication

1. Parent/Authorized Representative Written Permission
 - a. The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.
2. Physician's Medical Orders

- b. The licensee has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician. The medical orders will include:
 - i. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
 - ii. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
 - iii. Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
 - iv. If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered, and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

3. Compliance

The licensee will be responsible to ensure the following:

- The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
- The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
- At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
- The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during

any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

4. Facility Record Keeping and Notification

- a. Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
- b. The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
- c. Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- d. Maintain, in the child's file, a copy of the written medical orders of the physician.

Prescription Medications Policy

In centers where the licensee chooses to handle medications, the licensee is required to obtain written approval and instructions from a child's parent/authorized representative prior to administering any physician-prescribed medication to a child.

In addition to obtaining written approval and instructions from the child's parent/authorized representative to administer medication; prescription medication shall be administered.

Staff will ensure to follow the aforementioned procedure to create a routing and referral for a Care Plan to be in place prior to admittance into the facility and/or returning to school.

The following incidental medical services have not been identified; however, if identified at the point of admission as a result of admission assessment tools, incidental medical services will be activated to follow protocol as outlined herein:

- Blood-Glucose Monitoring for Diabetic Children
- Glucagon Administration
- Gastrostomy Tube Care
- Emptying an Ileostomy Bag

Should a child be identified with the aforementioned medical needs, the incidental medical services procedure will be updated and filed in accordance with California Child Care Licensing regulations.

Inclement Weather/School Cancellation

The Preschool will follow the recommendations of the Washington Union School District. If the Preschool chooses to close or open on a day not corresponding to the Washington Union School District, you will be notified via Brightwheel. Each teacher will be given their class list at the beginning of the school year, and it is the responsibility of the teacher to keep this information up to date. Teachers are to keep a copy of their class list at home.

Morning Routine

Each morning, teachers are expected to wash hands, clock in on the tablet, and check their mailboxes for notes. Your classroom must be ready for your students 10 minutes before class begins.

Meal and Rest periods

Every employee is required to take a 30-minute unpaid meal period if they work a 6+ hour day. Employees must record the beginning and end of each meal period.

Every employee is entitled to a paid ten-minute rest period for every four hours worked or major fraction thereof.

Music, Gym, Chapel

Teachers will walk children to and from any activity outside the classroom. Teachers will stay during the activity unless it is their break time.

Newsletters/Lesson Plans

Teachers are responsible for emailing their Newsletters and Lesson Plans to the Director by the assigned deadline. Teachers are also responsible for giving daily lesson plans to their assistants.

Parent Conferences

Two parent-teacher conferences will be scheduled for each family. One will take place in October and the second in March. Teachers may schedule additional conferences at any time or at the request of a parent. If they have concerns about a child, teachers should not wait until the conference to have a discussion with the parents. A report on every conference must be written and parents should receive a copy. Please include a copy in the child's file.

On conference days there is no class and appointments are scheduled for that day. Conference days will be 7-8 hour days to accommodate 30 minute appointments with some buffer time and a 30 minute lunch break. If your regular schedule is not an 8 hour day you will be paid for the conference time that is over your regularly scheduled hours.

Parent Helpers

1. If there are parents helping in your classroom, they should be assigned specific tasks to limit socializing and allow teachers maximum time with the children.
2. It is important to discourage parents from stopping by to chat during Preschool hours. Your classroom hours are for the children in your class. When parents ask to talk with you, please ask them to call, email, or make an appointment for after school.

Playground

The physical welfare and safety of the children is the teacher's first consideration. Supervising children on the playground is as important as supervising children in the classroom. In order to give the children proper care, staff will follow these procedures:

1. Teachers must accompany their children to and from the playground. A parent volunteer may not be left in charge of your class.
2. Please do not congregate with your co-teacher, instead spread out around the playground with each adult supervising a predetermined area or group. Keep your focus toward the group and do not have your back to the children.
3. Check the equipment daily as you walk around the playground. If a piece of equipment needs to be repaired, make sure the children do not use it and notify the Director or Site Supervisor. Sweep the playhouses daily as spiders tend to set up camp in them.
4. When equipment is in use, show the children how to use it safely. Use clear and positive statements: "Walk around the swings," "Walk near the wall," rather than "Don't get in the way of the swings."
5. Make sure that each child's clothing is appropriate for the weather.
6. If a child is hurt or injured notify the Director/Site Supervisor. If the injury is serious, do not attempt to move the child. If it is a minor injury, follow appropriate first aid procedures and fill out an Accident Report form.

Completed forms must be submitted to the Director/Site Supervisor before you leave for the day (see Emergency Procedures on page 22).

7. The Parents Manual requests parent cooperation in allowing the teachers to give their full attention to the children by not engaging teachers in conversation during arrival and dismissal time, classroom time, and playground time. Parents joining teachers and children on the playground can cause confusion when entering and exiting the area, possibly allowing a child to slip out unnoticed.
8. Remember that teachable moments abound on the playground. Playground time is part of your teaching day. This is a great time to observe socialization patterns and overhear conversations that give you an insight into the child's world. It is a time for the teacher to have a relaxed conversation whereby the child can begin to model the use of words to communicate and negotiate. There are also times when children are happily involved in their own activities and the teacher should then be an observer unless intervention is needed. This is a powerful moment to write observation notes on your students.
9. Note: Also refer to the Safety Rules for COGS Preschool located at the back of this manual.

Professional Consultations or Referrals

Please notify the Director of any parental requests for professional consultations or referrals and copy the Director on all correspondence related to the request. Copies of all documents must be placed in the child's folder as soon as received. Prior to a teacher recommending a professional consultation or referral, please first meet with the Director to discuss the child's needs.

Progressive Behavior Intervention Plan

Sometimes a child's behavior is such that more formal intervention is required. If a child engages in persistent or repetitive inappropriate behavior or behavior destructive to the class operations, health and safety of themselves, or others, we will use the following steps:

1. Observe and record the child's behavior patterns and teacher's interaction with the child to better understand their behavior. If behavior continues to be disruptive to the other children or staff, a teacher will take the child to a different area to help calm the child and regain control.
2. Families will be communicated with regarding the behaviors. Please use email as the means of communication. Put the child's name in the

subject line should future access to the communication documentation be needed. Always copy the Director on all communication so families understand the whole team is involved. The parents will be asked to participate in developing a specific plan to address the behavior and develop new behavior patterns.

3. Our staff may request parents consult and work with outside behavior therapy consultants to incorporate their recommendations in addressing the behaviors.
4. If a child bites or hits another child or staff member the parent may be required to pick up the child from School so the child understands that they may not be physically violent at School.
5. The Preschool may request that parents pick up a child from School and keep a child home temporarily for other behaviors as well. If the inappropriate behavior continues the Preschool may request that the parents withdraw the child.
6. The Preschool retains the right to immediately withdraw a family from the program whose behavior creates a risk to the operation of the School, the health or safety of other children or staff, without following the steps listed above.

Recommendations to Private Schools

Private school recommendations need to be signed by the teacher. Notify the Director/Site Supervisor of any children being tested for admission. The Director/Site Supervisor should review all forms before being mailed.

Restrooms

An adult must accompany children to the restroom. Teachers will remind children to wash their hands after using the restroom. The teacher's restroom is in the main Preschool classroom at the Church site. The restroom at the front of the Grange is to be used by the teachers.

Sanitary Procedures

1. All classes are provided with spray bottles of disinfectant solution or Clorox wipes to be used to clean the tables before and after snack or lunch and to clean countertops, toys, etc.
2. Teachers are to wash hands with soap and water upon entering the School, before serving snacks or lunch, and after assisting children with toileting or nose wiping.

3. Children are to wash hands with soap and water upon entering the School, after using the toilet, and before snack or lunch. Frequently used washable toys are to be placed in the sink and washed as often as necessary with the disinfectant solution.
4. Teachers and assistants must always use gloves when changing a child's diaper. Dirty diapers need to be put in the outside trash area.

Sick Children

1. The Parent Manual states that "The School will make every effort possible to protect the health and safety of the children."
2. The Parent Manual states that a child with any signs of illness such as a runny nose, sore throat, severe cough, rash, fever of 104.4°, etc., will remain home unless there is documentation from their pediatrician that the symptoms exhibited are not contagious to other children. If any symptoms appear during School, the parents will be called and asked to pick up the child. A CHILD MUST BE FREE OF FEVER FOR 24 HOURS BEFORE S/HE MAY RETURN TO SCHOOL.
3. Should a child exhibit symptom of illness during School hours and the Preschool is unable to contact either parent, the persons indicated on the Emergency Contact Form will be contacted. The child is to be picked up from School as soon as possible to avoid any further infection. Sick children are to be separated from the other children and brought to the office.
4. The Parent Manual requests immediate notification to the School office and the teacher if a child contracts a communicable disease. It is also suggested that the teacher be notified regarding any significant change in the home routine, such as hospitalization of a parent, divorce, death of a grandparent, a pet, etc. Parents should notify teachers of absences and vacations.
5. Allergic Reaction: Should a child exhibit symptoms of an allergic reaction to medication, food, beverage, insect bite, etc. the parent will be notified immediately.
6. Medication is administered to children only when the parents have submitted a signed, written order with proper instructions. The medication is to be administered by the teacher. Written records are kept of any medication given to a child while at the Preschool. All medications must be placed in a sealed Ziplock bag in a locked cabinet with the

instructions in the bag and the child's name written on the medication, bag, and instruction sheet.

Snacks and Lunch

1. Preschool parents provide both morning and afternoon snacks to the children. A Snack Calendar is posted every month and a sign-up list for parents is located at the sign-in table. As the teacher, it is your responsibility to communicate with the parents to ensure proper items are delivered on time and accurately.
2. Parents of children with specific food allergies are requested to provide the teacher with an adequate supply of alternative snacks for the times when their child cannot share the group snack. When the supply of alternative snacks is low, teachers will call the parent of the child with a food allergy, to request a new supply of snacks. Class lists are to be checked for allergies before serving snacks. Water is served at snack time.
3. Parents of the youngest children are asked not to send items in lunches that can be aspirated like whole grapes, cut-up hot dogs, raisins, popcorn, peanuts, or any food that is not easily chewed.
4. We encourage children to eat their healthy foods first and sweets second.
5. When preparing food, employees must wear gloves.

Social Relationships with Preschool Families

Good Shepherd is committed to providing a safe and professional learning environment for all students. In line with this commitment, we prohibit personal relationships between employees (including teachers, staff, and other personnel) and the families of students enrolled in our programs.

Maintaining Professional Boundaries: To ensure that employees maintain professional boundaries with all students and their families, and to avoid any situations that could compromise the trust, fairness, and integrity of the educational process.

Avoiding Conflicts of Interest: To prevent conflicts of interest that may arise from personal relationships, which could affect the impartial treatment of students academically, behaviorally, or otherwise.

Protecting Privacy and Confidentiality: To safeguard the privacy and confidentiality of student information, including academic performance, medical records, and any other sensitive data, which employees may have access to in the course of their duties.

Policy Details:

Employees are prohibited from engaging in any personal relationships, including but not limited to:

- *Visiting Students' Homes:* Going to students' homes for social purposes, such as dinner or parties, is strictly prohibited.
- *Attending Family Celebrations:* Attending birthday parties, weddings, or other family celebrations of students is not permitted.
- *Purchasing Goods or Services:* Employees are not allowed to purchase goods or services from students or their families, including fundraisers or products they may be selling.
- *Transporting Students or Family Members:* Staff members are not permitted to transport students or their family members in their personal vehicles. Any transportation required for school-related activities must be conducted using school-approved transportation methods.

Staff Meetings

Attendance at scheduled staff meetings and staff professional development days is required for all lead teachers and is encouraged but not required for assistant teachers.

Written Communication to Parents

Any written communication to parents about dates, times, field trips, and/or parent permissions must be submitted to the Director for review before being distributed.

GENERAL INFORMATION

Bulletin Boards

Teachers are responsible for maintaining bulletin boards. It is expected that teachers will plan displays by incorporating the children's creative

expressions. The boards are to be changed multiple times throughout the School year.

Housekeeping

The Preschool is fortunate to have a maintenance person. However, each staff member is expected to assist in keeping the rooms clean and orderly. Sweep all food from floors and wipe tables before leaving the area. At the end of the day please pick up all toys, re-shelve materials, scrub sink(s) and counters, organize the cabinets, and keep the cabinets closed. Cleaning our shelves, refrigerator, and cabinet doors are also our responsibility. Report any needed repairs and/or supplies, in writing, to the Director/Site Supervisor.

Keys

All teachers will be given keys to the Church and the Grange sites. Please keep keys in a safe place.

Library

The Preschool has an excellent library. If you would like to check out a book, complete a “check-out” card and leave it in the checkout box in the Library/Media Center.

Lost and Found

Articles without a child’s name (coats, sweaters, lunch boxes, etc.) should be placed in the Lost and Found.

No Smoking

The Preschool is a smoke-free environment. Smoking is prohibited anywhere on the property at any time.

Office Equipment

Office equipment available to the staff includes a copier, computer, laminating machines and calculators.

Personal Belongings

Do not leave personal belongings of value unsecured. Items of value should be placed in the office if they are to remain overnight or longer.

School Calendar

All teachers are to be aware of specific dates listed on the school calendar. It is imperative to make note of required meetings, in-service programs, conferences, events, and dates when the Preschool is closed. The calendar is updated regularly and posted on the website.

Supplies/Reimbursements

1. Take only what you need from the supplies.
2. If special items need to be ordered, submit a list of those items to the Director/Site Supervisor by completing the supply request form on the employee portal.
3. Check in with the other site to see if they may have the requested item before asking to order anything.

Telephone Calls and Messages

Your cellphone and smartwatches should only be used for necessary School- related communication during School time. You can answer personal messages on your breaks. **Your eyes need to be on your students.** Your time with them is precious and every moment should be spent interacting with them and looking for emergent curriculum. Excessive use of electronics during class time will be a dismissible action.

END OF THE YEAR RESPONSIBILITIES

1. Assessments will be updated and filed in the office, including assessments of children not returning in the fall. The Assessment Form and Conference Form should be placed in each child's folder.
2. Add any anecdotal comments and concerns, special circumstances, and any other information that will be helpful to next year's teacher. File your notes in the child's folder.
3. The Director/Site Supervisor will determine and direct the teachers' individual responsibilities for the end-of-year clean up scheduled for the day after School is out.
4. Employees not returning in the fall must return all facility belongings, including aprons and keys, to the Director.

SAFETY RULES FOR ALL CHILDREN'S PROGRAMS

Both the regular Preschool Program and the Enrichment Program have agreed upon these rules. It is especially important that a child attending both programs follow the same rules in the morning and in the afternoon. Consistency is key. Teachers and children must be familiar with these rules.

Child Abuse Policy

Under the California Mandatory Reporting of Child Abuse Act (California Penal Code section 11166.5), any teacher or other School employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect, shall report your concern to Child Protective Services. The Director is always available to you as a resource should you want assistance. Each employee will be furnished with a copy of Penal Code section 11166.5 upon their employment and is required to comply with its provisions and reporting responsibilities. Employees will be informed of their responsibilities to report child abuse to The Licensing Agency as well as to the Child Protective Agency.

Emergency Procedures

A phone is available in the office. In the event of a **medical or dental emergency**:

1. One teacher will remain with the child/children and begin any necessary emergency first aid. Following the incident, the teacher must complete and sign an Accident Report and submit it to the Director/Site Supervisor for review.
2. The second teacher will immediately inform the Director/Site Supervisor and give an assessment of the situation. Call 911 for assistance, if necessary, stating the nature of the illness or injury, number of person(s) involved, and the specific location of person(s) needing care. Return to the site of the emergency and report to and assist the other teacher.
3. Both teachers will evaluate the situation and contact the parent and the pediatrician, if necessary. If parents are unreachable, call the emergency numbers recorded in the child's folder. One teacher will always remain with the child until treatment is completed.

4. The Director/Site Supervisor will assess the situation, secure the emergency release form from the file and accompany the child to the hospital if necessary. The Director will also contact the family after to follow-up.
5. The Director will determine if the incident is to be reported to Community Care Licensing in San Jose.
6. Copies of all reports must be kept in the Preschool office.

In the Event of a Fire

Personnel will report to the office immediately stating the nature, severity, and precise location of the fire. Then 911 will be dialed and given the address of the Preschool, the nature, and severity of the fire. All staff will be alerted and instructed to vacate the building with all the children, according to the procedures listed in each room. If we are directed to completely evacuate the area, children will be placed in cars and vans and meet at the parking lot of the Corral Market, at Corral de Tierra Road and Hwy. 68.

In the Event of an Earthquake

Announce that an earthquake is occurring and immediately help the children and the rest of the staff to seek appropriate shelter underneath the tables and chairs. If you are outside, seek shelter from possible falling glass, electrical lines, and other structures. Follow the Earthquake procedures listed in each Preschool classroom.

Grange: First Aid supplies are in the hallway between the children's restroom and the teacher's restroom. A First Aid kit is in the large playground area. The Disaster Packs for students are in the red shed located in the front of the School.

Church: First Aid supplies are in the Preschool supply room in a cabinet marked First Aid. A First Aid kit is in the outside playground area. The Disaster Packs for students are located outside and behind the men's bathroom.

Security

1. If you notice anyone on the School grounds that you do not know, offer to escort them to wherever they need to go. It is imperative that we do not allow anyone to wander unaccompanied in our building or on the School grounds. If you are suspicious, calmly move the children to a safe area, report the situation to the office and to the teachers.

2. If you become aware of a theft or break-in after the fact, call 911 to report the incident and report it to the office.

Playground

Children will:

1. Never leave the playground without a teacher's permission, even if a ball or toy is outside the fence.
2. Never step into the parking lot by the playground without a teacher present.
3. At the Grange, a teacher must be in the climbing structure box when children are using the structure.
4. Never slide headfirst or walk up the slide unless the teacher has given permission and is supervising the activity. Never push to hurry someone down.
5. Walk at a distance from the swings to prevent being hit by the swinger.
6. Leave sticks on the ground or place them in cubbies. Never use them as weapons.
7. Never throw sand or other natural objects at other children.
8. Only carry small balls in buckets up the climbing toys. No sand or toys are allowed on the play structure at the Grange.
9. Pick up balls, shovels, sand toys, etc. when they are no longer being used.
10. Put all trash in the garbage can on the playground.

Traveling Around the Building and Grounds

Children will:

1. Be monitored at the playground with at least one teacher present. When two teachers are with the children, one teacher should be at the front of the group and the other at the back.
2. Remain with the teacher while traveling to the playground.
3. Hang up all coats and book bags or put them in their cubbies.
4. Never leave Gym, Music, Chapel, the playground, or bathroom without a teacher.
5. Never push, hit, bite, belittle, bully, or tease other children.

6. Never go into rooms where scheduled programs are not meeting.
7. Never leave the group to go home without the parents signing out and without the teacher's knowledge.

Restroom

Children will:

1. Never play in the restroom and will leave when finished.
2. Never climb on the toilets or under the stalls.
3. Always be monitored by a teacher when using the restrooms.

Helpful Hints for Teachers

1. Always count the children in your care to be sure a child does not remain behind in Music, Gym, or at the playground when the group moves on to another area.
2. Be sure you know how many children are present each day.
3. Spread out around the playground so you can observe and interact with the children as they play.
4. Children should have a balance of quiet and active play.
5. If a child must take medicine while at school, the parent must fill out a Medication Form. The medicine is stored in the storage room by the first aid kit at the Church site and in the kitchen cabinet at the Grange site in a locked cabinet. Please make sure the child's name is on all parts to avoid any confusion. The medication is administered only by the teacher or Director/Site Supervisor.

“SETTING LIMITS”: THE WHY AND HOW OF DISCIPLINE

The Preschool's philosophy involves creating a supportive, cooperative atmosphere that encourages self-control and positive self-esteem. Positive Guidance is based on our belief in each child's ability to grow and learn. As such we build on positive behaviors by:

- Demonstrating a respectful and responsive adult attitude toward the child.

- Designing an environment which offers safety, physical comfort, and opportunities for peer interactions.
- Creating a relaxed, flexible daily schedule.
- Listening to, recognizing, and reflecting children's thoughts, ideas and concerns.
- Responding to children's individual abilities and learning styles.
- Facilitating problem solving skills.
- Establishing necessary limits and boundaries.
- Anticipating, intervening and re-directing disruptive behaviors.

Staff are prohibited from using any punishment such as, but not limited to: Corporal punishment; withholding light, warmth, clothing, or medical care; ridicule, embarrassment, humiliation, or use of ethnic, gender or racial put downs. Physical restraint other than the restraint necessary to protect a child or others from harm is not permitted.

CODE OF ETHICS FOR TEACHERS

1. **We put our students first** – As an educator, teachers must treat every student with kindness and respect without showing any favoritism, prejudice, or partiality. Teachers must model strong character traits, including perseverance, honesty, respect, lawfulness, fairness, patience, and unity.
2. **We show commitment to the profession of teaching** - Educators must commit wholly to the teaching profession itself. A classroom should promote safety, security, and acceptance, and should always avoid bullying, hostility, neglect, dishonesty, or offensive conduct. Teachers must accurately describe their qualifications, licenses, and credentials to education boards or administration offices that look to hire them. Teachers must also fulfill all contracts, obey School policies, and account for all funds and resources at their disposal. It is up to the teacher to design lesson plans to meet specific state standards and create a well-rounded education plan that appeals to learners of all backgrounds and abilities.
3. **We promote and uphold healthy relationships** - On top of fostering healthy relationships with students, educators must build strong relationships with families, coworkers, and administrators. Teachers must keep from discussing private information about colleagues and

students unless disclosure is required under the law. Teachers should always avoid gossip of any kind, including false comments about coworkers or students. Part of the code of ethics requires teachers to cooperate with fellow teachers, parents, and administrators to create an atmosphere that fosters learning and growth. Educators might be called upon to train student teachers who wish to serve as educators, so having the right mindset and attitude can make a positive difference.

4. **Never stop learning** - An educator's code of conduct demands attention to continuing education requirements and career development. Teachers must spend time researching new teaching methods, attend classes to maintain their certifications, consult colleagues for professional advice, stay informed on technical advancements for the classroom, and participate in curriculum improvements. A teacher must ensure that their teaching methods are relevant and comprehensive for all students. Teachers must engage in educational research to continuously improve their strategies in the classroom.

EMPLOYEE: PRINT PAGES THE REMAINING PAGES, SIGN DESIGNATED AREAS, AND RETURN TO THE DIRECTOR.

EMPLOYEE RIGHTS

Instructions: This form is intended to meet the requirements of Health and Safety Code Sections 1596.881 and 1596.882 which require that employees be informed of their rights, at the time of employment, to filing complaints against their employer for violating any licensing law or regulation. The childcare facility licensee is required to give the employee this form, to have the employee complete and detach the bottom of the form, and to maintain the signed acknowledgement of receipt of the form in the employee's file.

No employer shall discharge, demote, suspend or threaten to discharge, demote or suspend, or in any manner discriminate against any employee for taking any of the following actions:

1. Making an oral or written complaint against the employer to the California Department of Social Services or other agency having statutory responsibility for enforcement of the law or to the employer or representative of the employer for the violation of any licensing law or other laws (including but not limited to laws relating to child abuse, staff-child ratios, etc.).
2. Instituting or causing to be instituted any proceeding against the employer regarding the violation of any licensing law or other laws.
3. Is, or will be, a witness or testifier in a proceeding regarding the violation of any licensing law or other law.
4. Refusing to perform work that is in violation of a licensing law or regulation after notifying the employer of the violation.

Pursuant to Health and Safety Code Section 1596.882, an employee alleging the violation by the employer of any action described above shall do the following:

1. Present the employer with a claim alleging violation of the employee's rights within 45 days after the discharge, demotion, suspension or threat thereof or for discriminating against the employee for taking such action.
2. File a claim with the Division of Labor Standards Enforcement no later than 90 days after the employer takes any of the above-described actions against the employee.

Upon receipt of the employee's complaint, the Division of Labor Standards Enforcement shall do whatever investigation it deems appropriate to resolve the complaint. If it is determined that the employer has violated the employee's rights, the Division of Labor Standards Enforcement shall take action against the employer in any appropriate court. The court shall have jurisdiction of any action taken as well as to issuers training orders and any other appropriate relief, including rehiring and reinstatements of the employee to his or her former position with backpay and benefits.

Within 30 days of receipt of a complaint from an employee as outlined above, the Division of Labor Standards Enforcement shall review the facts of the complaint and set either a hearing date or notify the employee and the employer of its decision. Where necessary, the Division of Labor Standards Enforcement shall begin the appropriate court action to enforce the decision.

Except for any grievance procedure or arbitration or hearing that is available to the employee pursuant to a collective bargaining agreement, Section 1596.882 is the exclusive means for presenting claims.

To file a claim with the Division of Labor Standards Enforcement, check the white pages of the local telephone directory under State Government Offices, California State of, Industrial relations Department, Labor Standards Enforcement-Working Conditions, for the local telephone number and address of the nearest office, or contact the headquarters office at P.O. Box 603, San Francisco, CA 94101, telephone(415) 703-4810.

DETACH

This is to acknowledge that I _____
(PLEASE PRINT NAME OF EMPLOYEE)

have received a copy of "EMPLOYEE RIGHTS" from my employer Rachel Cruz, who is the licensee or authorized representative of Good Shepherd Preschool.

Signature
Print Name:_____

Date

LIC 9052 (3/03)

CALIFORNIA PENAL CODE §11165.7, 11166, AND 11167

Last updated January 1, 2018

California Penal Code § 11166.5(a) requires that all mandated reporters of child abuse and neglect be provided with these statutes.

§ 11165.7. "Mandated reporter"; Training

- (a) As used in this article, "mandated reporter" is defined as any of the following:
- (1) A teacher.
 - (2) An instructional aide.
 - (3) A teacher's aide or teacher's assistant employed by a public or private school.
 - (4) A classified employee of a public school.
 - (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.
 - (6) An administrator of a public or private day camp.
 - (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
 - (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.
 - (9) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.
 - (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
 - (11) A Head Start program teacher.
 - (12) A licensing worker or licensing evaluator employed by a licensing agency, as defined in Section 11165.11.
 - (13) A public assistance worker.
 - (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
 - (15) A social worker, probation officer, or parole officer.
 - (16) An employee of a school district police or security department.
 - (17) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.
 - (18) A district attorney investigator, inspector, or local child support agency caseworker, unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
 - (19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
 - (20) A firefighter, except for volunteer firefighters.
 - (21) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage

- and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- (22) An emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
 - (23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
 - (24) A marriage and family therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
 - (25) An unlicensed marriage and family therapist intern registered under Section 4980.44 of the Business and Professions Code.
 - (26) A state or county public health employee who treats a minor for venereal disease or any other condition.
 - (27) A coroner.
 - (28) A medical examiner or other person who performs autopsies.
 - (29) A commercial film and photographic print or image processor as specified in subdivision (e) of Section 11166. As used in this article, “commercial film and photographic print or image processor” means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, or who prepares, publishes, produces, develops, duplicates, or prints any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disk, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image, for compensation. The term includes any employee of that person; it does not include a person who develops film or makes prints or images for a public agency.
 - (30) A child visitation monitor. As used in this article, “child visitation monitor” means a person who, for financial compensation, acts as a monitor of a visit between a child and another person when the monitoring of that visit has been ordered by a court of law.
 - (31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:
 - (A) “Animal control officer” means a person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.
 - (B) “Humane society officer” means a person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
 - (32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, “clergy member” means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
 - (33) Any custodian of records of a clergy member, as specified in this section and subdivision (d) of Section 11166.
 - (34) An employee of any police department, county sheriff’s department, county probation department, or county welfare department.

- (35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.566 of the California Rules of Court.
- (36) A custodial officer, as defined in Section 831.5.
- (37) A person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.
- (38) An alcohol and drug counselor. As used in this article, an “alcohol and drug counselor” is a person providing counseling, therapy, or other clinical services for a state licensed or certified drug, alcohol, or drug and alcohol treatment program. However, alcohol or drug abuse, or both alcohol and drug abuse, is not, in and of itself, a sufficient basis for reporting child abuse or neglect.
- (39) A clinical counselor trainee, as defined in subdivision (g) of Section 4999.12 of the Business and Professions Code.
- (40) An associate professional clinical counselor registered under Section 4999.42 of the Business and Professions Code.
- (41) An employee or administrator of a public or private postsecondary institution, whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution’s premises or at an official activity of, or program conducted by, the institution. Nothing in this paragraph shall be construed as altering the lawyer-client privilege as set forth in Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.
- (42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.
- (43)
 - (A) A commercial computer technician as specified in subdivision (e) of Section 11166. As used in this article, “commercial computer technician” means a person who works for a company that is in the business of repairing, installing, or otherwise servicing a computer or computer component, including, but not limited to, a computer part, device, memory storage or recording mechanism, auxiliary storage recording or memory capacity, or any other material relating to the operation and maintenance of a computer or computer network system, for a fee. An employer who provides an electronic communications service or a remote computing service to the public shall be deemed to comply with this article if that employer complies with Section 2258A of Title 18 of the United States Code.
 - (B) An employer of a commercial computer technician may implement internal procedures for facilitating reporting consistent with this article. These procedures may direct employees who are mandated reporters under this paragraph to report materials described in subdivision (e) of Section 11166 to an employee who is designated by the employer to receive the reports. An employee who is designated to receive reports under this subparagraph shall be a commercial computer technician for purposes of this article. A commercial computer technician who makes a report to the designated employee pursuant to this subparagraph shall be deemed to have complied with the requirements of this article and shall be subject to the protections

afforded to mandated reporters, including, but not limited to, those protections afforded by Section 11172.

- (44) Any athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary institutions.
 - (45) An individual certified by a licensed foster family agency as a certified family home, as defined in Section 1506 of the Health and Safety Code.
 - (46) An individual approved as a resource family, as defined in Section 1517 of the Health and Safety Code and Section 16519.5 of the Welfare and Institutions Code.
- (b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.
 - (c) Except as provided in subdivision (d), employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.
 - (d) Pursuant to Section 44691 of the Education Code, school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall annually train employees and persons working on their behalf specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws. The training shall include, but not necessarily be limited to, training child abuse and neglect identification and child abuse and neglect reporting.
 - (e)
 - (1) On and after January 1, 2018, pursuant to Section 1596.8662 of the Health and Safety Code, a childcare licensee applicant shall take training in the duties of mandated reporters under the child abuse reporting laws as a condition of licensure, and a child care administrator or an employee of a licensed child day care facility shall take training in the duties of mandated reporters during the first 90 days when he or she is employed by the facility.
 - (2) A person specified in paragraph (1) who become a licensee, administrator, or employee of a licensed child day care facility shall take renewal mandated reporter training every two years following the date on which he or she completed the initial mandated reporter training. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.
 - (f) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.
 - (g) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

§ 11166. Duty to report; Mandated reporters; Punishment for violation

- (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow-up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.
- (1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.
 - (2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.
 - (3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.
- (b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone follow-up call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written follow-up report.
- (1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written follow-up report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.
 - (2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

- (3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.
 - (4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the State Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.
 - (5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.
- (c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.
- (d)
- (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.
 - (2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.
 - (3)
 - (A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.
 - (B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

- (C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.
- (e)
- (1) Any commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practically possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a copy of the image or material attached.
 - (2) Any commercial computer technician who has knowledge of or observes, within the scope of his or her professional capacity or employment, any representation of information, data, or an image, including, but not limited, to any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practicably possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images or material are seen. As soon as practicably possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written follow-up report of the incident with a brief description of the images or materials.
 - (3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (41) of subdivision (a) of Section 11165.7.
 - (4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD-ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumb drive, or any other computer hardware or media.
 - (5) As used in this subdivision, "sexual conduct" means any of the following:
 - (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
 - (B) Penetration of the vagina or rectum by any object.
 - (C) Masturbation for the purpose of sexual stimulation of the viewer.
 - (D) Sadoomasochistic abuse for the purpose of sexual stimulation of the viewer.
 - (E) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

- (f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).
- (g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.
- (h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.
- (i)
 - (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article. An internal policy shall not direct an employee to allow his or her supervisor to file or process a mandated report under any circumstances.
 - (2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.
 - (3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.
- (j)
 - (1) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.
 - (2) A county probation or welfare department shall immediately, and in no case in no more than 24 hours, report to the law enforcement agency having jurisdiction over the case after receiving information that a child or youth who is receiving

child welfare services has been identified as the victim of commercial sexual exploitation, as defined in subdivision (d) of Section 11165.1.

- (3) When a child or youth who is receiving child welfare services and who is reasonably believed to be the victim of, or is at risk of being the victim of, commercial sexual exploitation, as defined in Section 11165.1, is missing or has been abducted, the county probation or welfare department shall immediately, or in no case later than 24 hours from receipt of the information, report the incident to the appropriate law enforcement authority for entry into the National Crime Information Center database of the Federal Bureau of Investigation and to the National Center for Missing and Exploited Children.
- (k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

§ 11167. Required information; Confidentiality of reporter's identity; Advising individual of complaint or allegations

- (a) Reports of suspected child abuse or neglect pursuant to Section 11166 or Section 11166.05 shall include the name, business address, and telephone number of the mandated reporter; the capacity that makes the person a mandated reporter; and the information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information. If a report is made, the following information, if known, shall also be included in the report: the child's name, the child's address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her.
- (b) Information relevant to the incident of child abuse or neglect and information relevant to a report made pursuant to Section 11166.05 may be given to an investigator from an agency that is investigating the known or suspected case of child abuse or neglect.
- (c) Information relevant to the incident of child abuse or neglect, including the investigation report and other pertinent materials, and information relevant to a report

made pursuant to Section 11166.05 may be given to the licensing agency when it is investigating a known or suspected case of child abuse or neglect.

- (d)
 - (1) The identity of all persons who report under this article shall be confidential and disclosed only among agencies receiving or investing mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.
 - (2) No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person’s employer, except with the employee’s consent or by court order.
- (e) Notwithstanding the confidentiality requirements of this section, a representative of a child protective services agency performing an investigation that results from a report of suspected child abuse or neglect made pursuant to Section 11166 or Section 11166.06, at the time of the initial contact with the individual who is subject to the investigation, shall advise the individual of the complaints or allegations against him or her, in a manner that is consistent with laws protecting the identity of the reporter under this article.
- (f) Persons who may report pursuant to subdivision (g) of Section 11166 are not required to include their names.

DETACH

This is to acknowledge that I _____
(PLEASE PRINT NAME OF EMPLOYEE)

have received a copy of “§§11165.7, 11166, and 11167” from my employer Rachel Cruz, who is the licensee or authorized representative of Good Shepherd Preschool.

Signature
Print Name: _____

Date

California Penal Code §§11165.7, 11166, and 11167

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have received a copy of the Episcopal Church of the Good Shepherd Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the School has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Director of the School. I also understand that any delay or failure by the School to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the School or affect the right of the School to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized School representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status. If I am covered by a written employment agreement (signed by an authorized School representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation.

Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Episcopal Church of the Good Shepherd.

If I have any questions about the content or interpretation of this handbook, I will contact Director.

Signature
Print Name: _____

Date