

BCA & LLPS – EXCELLENT EDUCATION!



Staff Handbook for BCA & LLPS  
Revised 2022– 2023

# BCA & LLPS – EXCELLENT EDUCATION!

Please Note \*A = All B = BCA & LL = Little Lamb  
Nothing in this handbook is *optional*.

## **A: ‘Where It All Begins’**

Our Mission Statement:

As a Christian School serving Hudson County, our main goal is to provide an economical and convenient solution to the care of the children and to establish a loving, caring, sanitary environment for the children to feel comfortable. Our curriculum will stress all stages of development in order for the children to grow physically, spiritually and academically. We believe that children learn more than ‘curriculum’ when they are at school. They learn from adults who supervise, from music that is played and from the other children, too. We want the children’s earliest memories to be filled with the joy of belonging to a Christ -centered school that satisfies the expectations of the parent and the creative needs of young children.

## **A: Prayer Time**

Each morning we will take 10 minutes to get together and pray for one another. This is how we will start our day as Christian co workers. Please be on time for this. Each school will determine the time that is best. Helpers and Teachers should alternate days so all can get a chance and receive a blessing! ☺

## **A: State Mandate**

Because we are follow state mandates at all of our centers, we must comply with all of their regulations. Therefore, every employee must meet the training and health requirements that DYFS proposes. Please be sure to have all physicals and Mantoux records taken care of in a timely manner. CPR and First Aid training will be made available for the staff to learn. Some training may be required for you to take on weekends or evenings. Please remember that these classes are mandatory and must be taken by all employed. We will work closely with Urban League to be sure that you have the hours necessary to maintain your license.

## **A: Christian Walk**

Each staff member is responsible for his/her walk with Jesus. Prayer, Bible reading, church attendance and tithing to your home church is mandatory. You should be very careful that you are living an exemplary life outside of school. People are looking up to you and so are the children you teach. Your Clergy will be contacted during the year to let me know if you are attending services. Please give updated phone numbers to the principal. If your church letter is not in by contract time, a meeting will be had with the administration. After that, \$50 per paycheck will be deducted until your clergy has responded by filling out the letter.

## **A: Updated Education**

It is vital that you continue learning when you are a teacher. Therefore, those workers who are not credentialed or have not completed their education should make plans to do so and continue pursuing a degree. You cannot constantly *give out* in the classroom and not *get back* so please sign up for courses online, correspondence or at your local community college to further your education.

### **PLEASE NOTE:**

ALL TRANSCRIPTS, CERTIFICATIONS and DIPLOMAS MUST BE ORIGINAL OR MAILED DIRECTLY FROM THE COLLEGE UNOPENED. The state board will not accept ANYTHING else.

# BCA & LLPS – EXCELLENT EDUCATION!

## **A: Staff Meetings**

Staff meetings will be held once a month by the school Directors during a time that will be announced at each school. All teachers must be in attendance. Helpers will meet with the Principal during the year as well. If you are out ill, it is your responsibility to get the information missed from another staff member. It is also the teacher's responsibility to communicate all pertinent information to the helper if they have one. Directors will also meet once a month for training and trouble shooting the problems that arise from time to time. They will receive a schedule before the beginning of the new school year.

## **A: Attendance, Lateness and Vacation**

**Salary Workers:** All sick days and personal days will be taken during the year of contract. No unused days will be rolled over. If you know that you are ill and might be coming down with something, please try to inform the Director the day before. We all know that some morning calls cannot be avoided but it would be best to know the day before so a substitute can be called. Also, sick days will require a note from your physician to clear your return back to school. **Do NOT** call the school office as no one will be able to contact a sub in time to replace you in the classroom. The Director will provide their phone number for you to call. **Staff may not choose to receive cash in lieu of any benefit except for 5 year or more employed staff. Unused days will be reimbursed \$40 per day at the end of the school year/contract. Check will be given once days have been accounted for. This will not occur if contract is broken for ANY reason. All personal days/sick days for new employees will go into effect after 60 days of employment.**

**All personal days must be put in writing 2 weeks in advance so that substitutes can be called and payroll adjusted if necessary. We will not be responsible for paying you for any personal or vacation days not put in writing at least 2 weeks in advance. All sick days must be accompanied by a doctor's note to return, EVEN for one day absent.**

**Excessive lateness and absence will not be tolerated** and will result in a written warning and then termination. \$50 will be deducted from your pay after you have been warned in writing. Summer vacations for full year employees, will be accommodated by a 'first come, first serve' basis. Keep this in mind BEFORE you purchase tickets. We will not guarantee time off without permission being granted first. Days off during orientation and training are **off limits**. Please arrange your vacations and family days accordingly.

**B** – Teachers are not permitted to request days off on special events such as but not limited to Spelling Bees, Mathletics, Science Fair, Etc. This causes unnecessary confusion that the school is not equipped to deal with.

### **A – Travel Time**

Please note that any current staff members or students who travel outside of the USA will be required to get an updated physical upon returning. Keep this in mind when planning your trips. Please see your physician for more information regarding this.

Out of state travel MAY require quarantine time. Please keep this in mind when planning your vacations.

## **A: Pay Period**

Pay period ends the 15<sup>th</sup> and the last day of each month and checks will be distributed 2 days later. Please do not expect your check before that and arrange your finances accordingly. If the office allows, automatic deposit can be arranged by filling out the proper paperwork before the year begins.

## **A: Job Descriptions**

**B:** Each staff member will understand and receive in writing their required tasks in advance. A physical is needed before being hired to attest by your Doctor that you are able to do all that is required physically at our school. All tasks must be able to be performed by all workers.

**LL:** Pre School employees need to understand that this is a physically challenging job. You should be able to lift, move, bend, carry, run, climb and any other movements necessary to be involved in the children and their learning experiences. If you are incapacitated in any way, a doctor's note will be needed, and sick days will need to be taken. Should you be unable to assume these physical demands permanently for any reason, you will be dismissed.

# BCA & LLPS – EXCELLENT EDUCATION!

## **LL: Common routines concerning interaction with young children at our school:**

- ✓ Babies should be placed in cribs at naptime. Cribs should be 36" apart or have a border placed between them.
- ✓ 2 yr. olds need to sleep on mats assigned with their names, covered with blankets or sheets.
- ✓ Spoons should never be shared from baby to baby or toddler to toddler.
- ✓ Once a child is finished with his (her) food, it should not be passed on to another child for consumption. The food should be saved and then discarded that day for the same child.
- ✓ Pacifiers that fall on the floor should be rinsed with water before being put away or returned to a baby's mouth.
- ✓ Sanitary gloves should always be used when changing diapers. Gloves should be changed with EACH baby being changed.
- ✓ Bottle warmers will NEVER be used in our classes.
- ✓ Babies should NOT be given food or drinks that have not been provided by their parents or approved by the Director of our Schools.
- ✓ If there is a buckle to strap baby in, use it. (Highchair, bouncer, etc.)
- ✓ Caregivers should be alert to the babies' activities at all times so that they can detect danger quickly.
- ✓ Babies' and Toddlers' hands should be washed, wiped with wet paper towels before eating.
- ✓ Toddler helpers need to sit with the children at all times to avoid accidental falling or hitting.

## **A: Dress Code, Parental Relationships and Staff**

It is important that you come to work dressed in a professional manner but also in a way that you can maneuver around and interact with the children. Please be sure that you are not exposed.

Parents do not feel comfortable with an employee that is not showing discretion in this area. It will also free you from possible accusations. Hats of any kind, do rags, curlers or perm rods on the head, pajama pants, belly shirts, miniskirts, shorts, etc. are not permitted. You will be sent home if you are not dressed appropriately after the first warning. After that point you will be written up. After that you are in danger of termination. The administration reserves the right to send home anyone who is not dressed appropriately for the day. Male employees are not allowed to wear earrings of any kind.

Staff members should be sure that they are clean and free from any odor that is offensive to children and parents. Clean smelling deodorants and perfume should be worn and re-applied throughout the day.

When dealing with parents it is very important that you **do not** show partiality to anyone. Treat each person in a professional manner. Please do not take rides to and from school with parents. Watching students on days that school is closed is frowned on by this establishment. Please avoid this so that you are not accused of favoritism. Keep a safe distance between you and them. You will avoid a lot of confrontation if you do. Be sure that they address you during the school day by Mr., Mrs. or Ms. regardless of how well you know them.

## **A: Resolving Conflict**

These are the steps that staff/parents will need to follow in order to put forward our best effort in settling matters that may arise.

1. If they are in need of a conference with the teacher, we ask that they put their request in written form. We ask that they meet with the teacher first to resolve any issues they may have. We will arrange this to be done within one week of their initial request.
2. If step one does not satisfy the needs of the parties involved, the Principal may be asked to join both the teacher and parents at another scheduled meeting. This meeting will be scheduled within one week of the previous session.

# BCA & LLPS – EXCELLENT EDUCATION!

3. The Board will become involved as a final resort when the previous two steps fail to bring a resolution. These meetings take place once a month and if your desire is to bring your requests and concerns to this level, you will be scheduled one month in advance.
4. All meetings will be followed up with formal written documentation, including the date, the names of those in attendance, the reasons for the meetings, the solutions that were developed and agreed upon, and the subsequent results. The documentation will be sent home to be signed in triplicate and returned to the school. Please retain one copy for your records. The parent and Principal will get the other 2 remaining copies.
5. PLEASE DO NOT INVOLVE THIRD PARTIES (other staff members) OR OTHER PARENTS with your concerns. This causes unnecessary division within our school body. Instead, follow the principles set up in the Bible and go to the person with whom you are disgruntled with. Share your feelings in a loving way so that peace can be achieved. PLEASE DO NOT LISTEN TO THE GRIPES OF OTHER PARENTS/STAFF. Instead, do the Biblical thing and send them to the proper person with their complaint so that it can be addressed the way that Lord would want things to be handled. Peacefully.

**A:** Formal evaluations and parent/teacher conferences will be a regular part of our program. Remember to speak to parents/guardians the way that you would want to be spoken to. The Bible instructs us to speak the truth IN LOVE. Your mannerisms and tone of voice relay kindness or criticism so be on guard when addressing issues. Use tactfulness and consideration to get your point across. No matter how long or short the meeting is, all conversations should be documented by the teacher for future reference.

**LL:** The Pre School Staff will send home newsletters, calendars and periodic bulletins about school activities and announcements.

Pre School teachers will write up progress reports twice a year. (Jan. and June)

**B:** The Grammar school classes will follow the guidelines in the student handbook. A copy will be sent home and an additional copy will remain at the school. Parents and teachers can meet at a scheduled, mutually agreed time in advance, to discuss, review and establish specific goals in order to further the child's development. The staff and administration is always available for individual conferences at the parent's request, with reasonable notice.

**A:** Parents are encouraged to visit and join in program activities and there will be times when parent volunteers are encouraged to participate. Please speak to the Principal for more information concerning volunteering.

## **A:Lost and Found Items**

All found items should be given to the school office and not left in the classroom for any reason. If you notice a child coming to school with items that are valuable, please take the item, label it and put it in their cubbies. When the parent comes to school, remind them of the policy in the Parent handbook stating that we are NOT responsible for any lost or misplaced items sent in to school. Give the item to the parent immediately.

## **A: The Staff will follow these guidelines regarding Dismissal and Arrival/Classroom Passes:**

1. A child may be released to a person that is not on the authorization forms IF the legal guardian has provided a dated note that can be verified and signed with the specific pick up time. The authorized person must have a valid picture ID when picking up the child.

# BCA & LLPS – EXCELLENT EDUCATION!

2. Before releasing the child to someone other than the parent, the staff will check the identification to see if it matches the special note or authorization form.
3. We will honor verbal authorization for pick-up via telephone or fax ONLY IF the individual has an authorized Photo ID (Driver's License, State ID Card) that matches the number you give to us in the event of an emergency
4. Under NO circumstance will a child be released to a person who is not on the list or for whom the parent has not written an authorization note, even if the child and a staff member are familiar with that person. This includes parents of other children enrolled in the school.
5. Staff is NEVER permitted to check out a child or take a child home. All other rules for pick up and drop off of children apply to staff members who are specifically authorized to pick up or drop off a child enrolled in the school.
6. No employee will force a child to leave the school with someone the child is unfamiliar with.
7. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk or harm if released to such an individual, the center shall ensure that:  
The child may not be released to such an impaired individual. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1 800 792 8610) to seek assistance in caring for the child.
8. Please do not block any of the driveways with your vehicle. If parking in the lot, do not block in any other vehicles while picking up the students. Departure should be quick so as not to congest the parking lot. Please be considerate to other parents and school and church workers
9. If you have a court order to deny visitation rights to the other parent or any other person, you MUST have a copy in the school office. If you do not, we cannot deny the parent access to the child. Issues of this type must be discussed with the Director during registration so that we can clarify our procedures and limitations in advance. If a parent chooses to leave a child in the school's care, with a court order in force, the custodial parent must sign a waiver acknowledging school's inability to physically obstruct a hostile effort to take the child from the school. A call to 911 will follow our efforts to deny access to the non -custodial parent.
10. **Please send parents who do not have passes back to the office to get one.** Do not allow one parent to monopolize your time. If there is much to discuss, set up a meeting at your earliest convenience. Helpers are NEVER to speak for the teacher. Please refer the parent and their concerns BACK to the HEAD teacher.

## **A: Managing Children's Behavior**

We will be committed to providing an environment for children where they can be successful and receive positive reinforcement as a means to modify behavior. There may be times when young children will require assistance from their teachers in controlling behavior for the well-being of others around him/her. So when children act out by hitting, pushing, biting, yelling or cursing, the following steps will be followed:

1. Discuss behavior. Ask the child what he/she can do to express themselves in a more appropriate manner.
2. Assess the classroom environment. Are there enough play spaces? Are there areas that promote certain behaviors? Are there spaces set up for a child to go and express their anger safely? Are there areas where children can be alone or play quietly with a friend?
3. The teacher will plan for activities and lessons to avoid disciplinary problems. Set the classroom up to be a 'Yes' environment. Staff is trained to use phrases that will be positive in nature (e.g. Remember to use walking feet inside, vs. Don't run!)  
Sometimes a child has a bad day, just like adults. Often a brief change of scenery will enable the child to regain control. Children will never be asked to sit on the side without adult supervision.

# BCA & LLPS – EXCELLENT EDUCATION!

They will be removed from a negative situation and given time to calm down. 1 minute per age on the side.

4. **If a child is putting others in danger or putting him/herself in danger** the staff will begin a behavior management program with a very short timeline so that the child can see successes. If improvement is unseen outside resources may be the best solution and parents may need to find a more appropriate setting for their child so he/she can be successful.
5. Staff members will always consult with the Principal if there are any questions concerning discipline. These forms of discipline will NEVER be used:
  - ❑ Spanking, hitting, shaking, pushing, pinching, pulling and all other forms of corporal punishment (punishment of the body) are **strictly prohibited**. Use of corporal punishment is illegal and grounds for immediate dismissal of staff.
  - ❑ No child will be subjected to any form of verbal abuse or humiliation.
  - ❑ Food is never denied as a form of punishment or behavior control, nor will food be forced on a child.
  - ❑ Children who do not use the toilet or have accidents or wet and soil their clothing will not be punished.

All of our staff understands that there will be disciplinary action taken or immediate termination if they do not comply with this policy.

**B:** BCA Teachers (with the exception of Kindergarten and Before/After care staff) will be responsible to stay, according to the schedule provided, for detention moderation. An additional schedule will be provided for Saturday detentions. Thursday detention will be from 3 pm to 4 pm. Saturday detention will be from 9 am to 10 am. (You must clock in and wait until 9:20 am if the student is tardy. It is also your responsibility to get the front door key in advance.) During this hour, the children are to **sit silently** in the classroom with their hands folded. They are not to get work or punish lessons. They are not to stand. The office is to be notified if any child does not show up for these detentions.

## A: COVID19 Guidelines

Guiding Principles to Keep In Mind:

- **LOWEST RISK** – Students and Teachers engage in virtual only classes, activities and events
- **MORE RISK** – Small, In- person classes, activities and events. Groups of students stay together and with the same teacher throughout the school day and groups do not mix. Students remain 6 ft. apart and do not share objects. Also, alternate arrival and dismissal times.
- **HIGH RISK** – Full sized, in person classes, activities and events. Students are not spaced out, share classroom materials or supplies, and mix between classes and activities.

COVID19 is mostly spread through respiratory droplets when people talk, cough or sneeze. This is why masks or face shields need to be worn. All students should have access to hand sanitizer and surfaces should be cleaned with disinfectant wipes or sprayed frequently throughout the day. Children should take ‘hand washing breaks’ just like they take bathroom breaks. This should occur at least 4 times during the school day. (When they use the bathroom and 2 other times during the day.)

Promoting Behaviors that Reduce Spread

- **STAY HOME WHEN APPROPRIATE** – All staff and students will have a thermometer reading before entering. They will also need to answer a series of questions. (e.g. Have you been around anyone who is sick? Are you currently coughing, sneezing, not feeling well?, etc.) If student or staff feels ill during the day and has a temp over 100.1, **NO EXCEPTIONS** – they must leave and cannot return without a doctor’s note.

**B:** We will have to have access to Google classroom and Zoom all year in the event that the State closes us down for a period of time and for students placed on quarantine.

- Ensure that there is proper ventilation in the classroom. Open windows to circulate the airflow in each room.
- No drinking from water fountains.
- Seat children 6 feet apart. If they are facing each other, shields will need to be purchased to use between them.

# BCA & LLPS – EXCELLENT EDUCATION!

- When using communal areas, (e.g. gym, lunchroom, library, multipurpose room, chapel, tech room) student use must be staggered, cleaned and disinfected between use. Please inform the office when you have used these places and please mark the check off list after you have disinfected these rooms.
- When using the bathroom, children should go in one at a time. This will take longer but will ensure that we are containing any spreading of COVID19. Always make sure that they wash their hands for AT LEAST 20 seconds, using soap and water. If soap and water are not available, they can use hand sanitizer.
- All food served must be from an essential vendor or brought from home. No sharing is allowed. NO home baked goods are allowed.

## MAINTAINING HEALTHY OPERATIONS

- All staff will require a note of approval to work at the beginning of the school year and through out when out sick.
- Students with severe illness or higher risks will be given virtual learning opportunities.
- Local and State agency policies will determine if large events can be held.
- Gatherings, Visitors and Field Trips are limited due to group size and possible 6 feet distance between people.
- There will be a COVID19 Point of Contact person who will be responsible for maintaining order and consistency with these issues.
- We will not share our facilities with other organizations/churches to ensure that our school is not compromising the health of its staff/student body.
- If a sick student/staff is waiting to be picked up, they must be isolated. When the person leaves the isolation area, it must be disinfected entirely.

WE ARE MANDATED TO REPORT ALL COVID19 CASES TO HEALTH OFFICIALS while maintaining confidentiality in accordance with the ADA. We will also need to inform anyone who came into close contact with an individual who was diagnosed with COVID19.

PLEASE BE ADVISED\*As you know, a risk of exposure to Covid19 exists in ANY public place where people are present. Covid19 is an extremely contagious disease that can lead to severe illness and death. By allowing your child to come to school, you voluntarily assume all risks related to exposure to Covid19. This is why we insist on your child coming prepared with a mask daily and will faithfully follow all guidelines passed down to us by the Board of Health, CDC and state or local officials.

## A: Handling Child's Illness

You are not professional health care providers. Remember this when communicating what you suspect may be wrong with a child. Do not ever make a diagnosis concerning what you THINK a child may have, such as chicken pox, pink eye, ring worm, etc. Because we are childcare workers, we have no right to diagnose a child's condition. Send the child home and recommend that they see a physician. The office will determine if they need a Doctor's note before coming back to school. No faxed medical documents/prescriptions are ever permitted to be copied and given to the parents.

Wounds and bruises are to be taken care of in the following way:

Open wounds are gently washed with warm water and bandaged. NO OTHER APPLICATION SHOULD BE APPLIED.

Apply cold pack or ice to a bruised area. I

If the injury is to the head, call emergency contact immediately. If the child is confused or has difficulty seeing or complains of a headache, call 911 and inform emergency contact. Follow all First Aid guidelines.

## A: Handling Allergies and other Life Threatening Illnesses

Please be sure that children eat ONLY WHAT IS SENT FROM HOME. The kitchen serves what is on the menu and WILL NOT serve anything other than that to a fussy child. We cannot give ANY child what they did not bring from home. NO SHARING. Not snacks, not lunch, not ANYTHING that the parent has not approved.



# BCA & LLPS – EXCELLENT EDUCATION!

Parents who have children with life threatening illnesses leave their children at our school knowing that we do not have a full-time nurse. This is a source of frustration and fear in some cases. It is OUR job as staff members to know how to handle an emergency with each individual child. We are a family and even if the child is NOT in your class for the year, knowing how to deal with them in the lunchroom, or the chapel or any other event that brings us all together can only be a PLUS for us and a source of confidence for the family of the sick child. If classes or seminars are available to educate you in caring for the student, you will be required to attend. It is EVERYONE'S job to make sure we do due diligence in the prevention of an accidental attack or death, whichever the case may be.

- Peanut allergies: Staff is to ask the children at the start of the day if they have any peanut products for lunch and to inform the office.
- Staff is to be sure that any child who did bring in a peanut product should sit at the table designated for this in the lunchroom. They cannot consume their lunch at any other table. They should not have any contact with the others until they have washed up.
- Staff is to clean thoroughly any area that is used for peanut products with anti-bacterial wipes. A staff member should escort the children to the bathrooms and assist in washing their hands thoroughly and allow them to get a long drink from the fountain.
- Epi pens will be available in the kitchen, homeroom and/or the school office in case of an anaphylaxis attack.

## Peanuts:

Because so many children like to share what they bring to school for lunch or snack, it is of utmost importance to let them know that there are children who have very severe allergies and that **we do not allow sharing of food**. The office and parents know what their child is allergic to. You should check on the monthly lunch memo so that the kitchen staff is aware of it as well. WE RECOMMEND THAT children DO NOT COME IN WITH ANY PRODUCTS THAT CONTAIN PEANUTS OR PEANUT BUTTER. If a child enjoys these treats, they will eat at a separate table to ensure that those who are allergic do not have any reactions. They will be required to wash their hands thoroughly and rinse their mouths out. THESE PRODUCTS WILL NEVER BE USED IN OUR KITCHEN/LUNCH PROGRAM

## Laws Concerning Medical Marijuana Use in NJ

In order to facilitate administration of medical marijuana with minimum interruption of instructional time for the student and with minimum of disruption of routine school operations, the following guidelines are in place in the event that a child must have this as treatment:

- a. The person administering the medical marijuana must provide proof that:
  1. He/She is the primary caregiver for the student;
  2. The student has a current written certificate from a medical provider for the use of medical marijuana;
  3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- b. The marijuana must be in a non-smokeable form;
- c. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;
- d. Medical marijuana may only be possessed by the primary caregiver; it cannot be given to or held by any school employee, student or other person in school, with the exception of the 'qualifying patient;'
- e. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person other than the primary caregiver;
- f. Medical marijuana may be administered only at the principal's office or designated space; the primary caregiver must go there directly and, if visitors are required to sign in, to do so;
- g. The students may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

# BCA & LLPS – EXCELLENT EDUCATION!



## A: Confidentiality

Please be advised that ALL information pertaining to staff and students is to be regarded with the highest level of confidentiality. Any discussion of any student, parent or staff member in an unprofessional manner will not be tolerated and will be cause for termination or suspension. Illness is also an area that is not to be discussed with anyone outside of the center. The Principal will determine what needs to be shared with the parents of our school.

## A:Office Courtesy

The Principal and School Offices contain very personal and confidential information. Please do not linger around their desks or peer through papers that are out. Emails, phone conversations and letters are not for you to look at, read or listen to. Please treat the confidentiality of the student and church body with respect. If either one is on a phone call, please try to come back when they are free to talk. Do not stick around while they are talking on the phone. It may be a personal issue that is being discussed. Also do not talk to them while they are on the phone. Wait outside of the office or write a note and they will get back to you when they get off of the phone.

The Office restroom is for FULL TIME office employees only. No one else is permitted to use it. This is to protect you from being accused of anything that could be missing or tampered with. There is money and confidential information around that no one should be accessible to except for those who are working in there. **Please respect this request.**

## A: Collecting Money

All money is to be collected in the office. Every payment, no matter how small, is to be accompanied by a RECEIPT. Bake sale, field trips, class sponsored activities, etc. that require a payment MUST be given to the office so that it is accounted for. If you need to purchase any item with this money, the school card can be used WITH office approval or a refund will be given back to you with original receipt that is itemized. Do NOT spend any personal money and expect to be paid back IF you don't get prior approval from the Principal or Director and if you do not have a receipt. You will be on your own if you don't follow proper protocol. You will also be written up and in danger of termination.

## A: Child Protection Mandate

Should you notice any problems with a parent meeting the emotional and physical needs of their child, please advise the office. The Principal can provide community and clerical resources to give you additional support. In the rare instance that we recognize that a child is a potential victim of neglect, we are mandated under State Law to report our concerns.

## A: Ethnicity and Language

As you well know we live in a diverse community. However, the language to be spoken amongst staff and parents will be English. Children who are bilingual need to be encouraged to learn the English language.

**Please follow this policy when having conversations with one another during class time.**

## A: Plan book and Calendars

# BCA & LLPS – EXCELLENT EDUCATION!

All plan books should be turned into the office on Thursday for the Principal to check. The plan book should be detailed enough so that a substitute could come in and take over for you. Please include page numbers for Teacher books and Student books. All copies for the day should be in a common place where your helpers can find them. Bible, songs of worship and prayer time should be included throughout the daily activities.

Movies should be limited to 2 per month. The children need interaction with their teachers not the TV. Parents are looking for the children to get a personal touch from our staff. The infant/toddler class will not use the TV. PS I & II will limit use to 1 – 3 times a week for educational purposes (45 min. max.) Personal use of TV, VCR or DVD Player is prohibited.

## A: Christian Atmosphere

This is a **Christian** School with **Christian** values and standards. Therefore, please keep this in mind when you are playing music, reading literature and having conversations amongst one another. Secular music should be avoided in both the classrooms and in the office. Conversations amongst the staff should be positive and uplifting. Please avoid the use of cursing and negative language.

## A: Copies and Typing Requests

Fill out a copy request in full and they will be made a day in advance for you.

Typing can be done as well with notice of 3 days. Please be specific when filling out the forms. Include page numbers, amount of copies and type of font for your typing.

Excessive copies **must be** approved by the Principal. Personal copies are NOT permitted without asking. Copying from your personal laptop and Ipad can be arranged for school use only. Please let the office know before copying so that they can make sure there is no colored paper in the machine. That becomes expensive!

## A: Notes and Tests or Quizzes Sent Home from Teacher to Parent

When the teacher has to communicate with the parent for any reason and must write a note, The Principal needs to see the letter and sign or initial it before it gets copied and sent home. This is so that whatever issues you need to share with the home can be known by the Principal in advance. **All test papers and quizzes or reports must be shown to the Principal before being sent home.** This will give the office a chance to check the student's progress and proofread any mistakes in grading you may have missed.

## A: School Programs, Fundraisers and PTM's

It is of **UTMOST** importance that you are in attendance for all of our graduation ceremonies, school programs and Parent Teacher Meetings. These dates are given to you **IN ADVANCE** and are a part of your signed contract. **Should you decide not to attend these programs or meetings, \$50 will be taken from your paycheck. If you cannot stay for the entire event, or arrive late, you will be penalized \$25.**

Please arrive on time and assist in cleaning up after these events. Other teachers/helpers **will not** do the job of the entire staff and you will be written up for not cooperating with school policy. You are the advertisement for our school. Your presence or absence is noticed by the parents who attend. Be a good example and show them that we have school spirit and support the efforts of the children.

## A: Field Trips

Field trips should be planned at least 2 months in advance with the office approval. Parents should be given a written notice that includes price of the trip and a signature from them giving you permission to take them off of the school premises. **The office will decide on the cost of each trip to include gas, driver and entrance fee.** School staff members do not need to pay for their trip. Parents may also be asked to chaperone these Field Trips. They must pay for their participation. Two chaperones per trip is sufficient. Please do not ask the same parents to come on trips. We want to be fair and impartial. We need to limit the

# BCA & LLPS – EXCELLENT EDUCATION!

trips to 2 per year per class because our school is growing. Supervised walks to the park are permitted with the Principal's knowledge. Indicate these walks in your plan book.

## A: Classroom Tidiness and Décor

### Keep this in mind....THESE ARE GOD'S BUILDINGS

Each teacher is responsible to see that their classroom is cleaned each day. It is your home away from home as well as the children we serve. Be sure to have your helpers wipe down the tables after snacks and meals or activities. Cubbies should be sanitized as well as changing spaces. Garbage needs to be tied and discarded. All employees must wash hands thoroughly after changing babies and before distributing food. Throw out all food at the end of the day unless it is in a sealed can, jar or airtight container like Tupperware.

All decorations are the responsibility and property of the teacher. Teachers must purchase anything that we do not have in stock. Try to reuse what is purchased because it is very expensive. Please do not put any nails or screws into the walls. Use fun tack instead to hold up any posters or decorations. Scotch Tape tends to peel off the paint. There will be a corkboard for your displays. These boards should be changed seasonally. Try not to leave up decorations from a past holiday. Children really respond to colors and variety. Keep your decorations looking alive and fresh.

END OF SCHOOL classrooms should be completely EMPTY. No one is going to clean up what should have been taken care of before the last day of school. Please box and label what is to be kept or it will be discarded over the summer. We cannot guarantee that there will be room to store your personal items and we cannot guarantee their safety. Take home anything you don't want lost, taken or broken.

## A: Lunch Breaks

All staff MUST clock in and out for lunch breaks. Please be prompt in returning from your breaks and try to give a courtesy call if you are held up for an emergency. You will be docked for your late return and you may be terminated if your behavior doesn't change. Please do not take advantage of those who are watching your children while you are out of the room. There is absolutely **no** replacement for the teacher's presence, and you must be mindful of that.

## LL: Nap Time

Pre School Teachers should use the Nap Time Period to prepare for the activities for the following day. Teachers must circulate the classroom during naptime to ensure that the children are safe and not in any danger. If lights are out, be sure to carefully move around the room so that no one is stepped on. **Staff members should never use this time to sleep. You will be dismissed.**

## A: Kitchen Use

Since we are not the only people using the kitchen area, we must be very considerate as to how we use it and leave it. All counters as well as the sink needs to be cleaned thoroughly after use. Microwave should be wiped out after each use and lunches stored in the refrigerator should be eaten. If we see old lunches left behind, they will be tossed out.

## A: Cell Phones, Text Messaging and Personal Calls

**It is against school and state regulations for cell phones to be used while the teacher or helper is on duty. Please save your personal calls for break time. Cell phones should not be used for personal reasons. If anyone needs to reach you, they can call the school office. Keep your phones out of the building. You will be notified personally regarding any emergencies. Making calls from the Principal's office or the School office is strictly prohibited without the Principal's permission. We will fine you \$50 should you be caught on your cell phone talking, texting or social networking.**  
**LLPS – Must sign phone smartwatch and any other electronic device at the office upon clocking in for the day and in from lunch. You will be considered 'uncooperative' if you continue to neglect to do this which could lead to being written up or termination.**

## A: Policy For Handling Staff Discipline

# BCA & LLPS – EXCELLENT EDUCATION!

All insubordination will be held in the following fashion:

1. Verbal Offense Warning
2. Written Warning
3. Suspension or Dismissal

We reserve the right to terminate employment with anyone who will cause the balance of unity and peace at our school to be threatened or the physical and emotional well-being of any student to be put in jeopardy. Please refer to your contract for details regarding your job description.

## A: Contracts

As you know, consistency is what makes a school great and is what keeps the students coming back every year. Parents are encouraged to see staff make the effort to return to the school and students look forward to having the teacher and helpers that they are familiar with. This is one reason that all staff will receive a contract that is to be reviewed annually by the Principal. All contracts are legal and binding. The breaking of a contract (with the exception of medical reasons or agreement between staff and administration) will result in a penalty. This will be decided upon by the administration.

### A. Termination of Employment/Severance

In the event that you are no longer employed at our school, we ask that you do the Christian thing and leave without incident. Calling former parents and speaking poorly about the school and the staff here is in poor taste and behavior that is unbecoming of a believer in Christ.

Severance pay is only provided on a case-by-case basis and will not exceed a 2 week provision, Severance pay will be decided upon by the Board of each school and not the Directors. Severance pay will not be given to ANY employee who causes problems upon dismissal, even if the Board decides to award this to the former employee.

## Security Issues:

### A. Terroristic Threat Law & Legal Definition

A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

#### TERRORISTIC THREAT

(a) A person commits an offense if he threatens to commit any offense involving violence to any person or property with intent to:

- 1 cause a reaction of any type to his threat[s] by an official or volunteer agency organized to deal with emergencies;
- 2 place any person in fear of imminent serious bodily injury;
- 3 prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place.
- 4 cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;

# BCA & LLPs – EXCELLENT EDUCATION!

5 place the public or a substantial group of the public in fear of serious bodily injury; or influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state.

Please note that any child or staff member who acts in such a way, will be treated as ZERO tolerance. This means immediate dismissal or termination.

## A: NJ Policy for Employment

**All employees come to us for a 60-calendar day probationary period. If for any reason employer needs to reevaluate the amount of students or performance of an employee, your contract may be terminated at will. NJ is an AT WILL STATE and any employee at any time can be released. Please follow the procedures in the signed contract concerning your rights.**

## A: Parking Lot

All staff members are allowed to park in the parking lot adjacent to our building as a courtesy. If the parking is an issue from time to time you will be advised to find a spot on the streets. Students will use this lot for playtime when the weather is nice. Please keep in mind that none of our schools/churches will assume any responsibility for damages to your vehicle. You park here at your own risk as you do in ANY lot you use.

## A: Staff Children

Children of workers should not be present during school hours unless they are enrolled. Please find a sitter to care for your own children during your working hours. We cannot be responsible for this.

It is common for our staff to have their children/grandchildren registered in our school. With this in mind, please see the policy below:

Teachers and helpers in our schools are not permitted to approach their child's teacher/parent during school hours. (with the exception of a medical emergency) If your child is being corrected by their teacher, you should make an appointment before or after school hours to discuss what has taken place. Staff is never permitted to intervene during school hours. The meeting will be documented according to policy and copied in triplicate form. The meeting is to remain strictly confidential. DO NOT begin sharing your displeasure with anyone else. Any violation of this confidentiality or protocol will result in immediate termination of staff and dismissal of student for causing the unity of our school to be in jeopardy.

## A: Visitors

All visitors must be approved by the office in advance. Time, day and purpose should be clearly explained to the Principal. Parents, speakers and personal visits should not come into the classroom unannounced. Personal visits should take place during your breaks and not while you are watching the children.

## A: Technology/Social Media Policy

Parents/Staff should understand that posting pictures or videos of children, other than your own, is strictly prohibited by this institution through handheld devices, computers, video monitoring systems, child care monitoring apps or any other electronic device or transmission.

Any breach of the above will be promptly reported to the Principal.

General center information/updates will be posted by the Principal.

Posting private or sensitive company, staff or prior staff and/or enrolled or previously enrolled children/family information is prohibited.



# BCA & LLPS – EXCELLENT EDUCATION!

into same-sex partnership/marriage while employed do not qualify for continuation or employment. This goes for changing God given biological sex assignment as well. By my signature, I agree to indemnify and hold harmless Impact Ministries, Beacon Christian Academy & Little Lamb Pre School (it's members, directors, pastors, employees, teachers, teacher aides, and subcontractors) for having a point of view contrary to any viewpoint other than the Holy Bible and the by-laws of the Assembly of God General Council.

Signed on this day by

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ Address  
\_\_\_\_\_ City  
\_\_\_\_\_ State and Zip Code

## Social Network Guidelines

The Social Networking Guidelines provide guidance for use of social media, which include its various forms especially, social networking sites such as Facebook, Instagram, Twitter, Fliker, Linkedin, Tumbler, etc. Teachers/Staff shall be familiar with and comply with the BCA/LLPS staff handbook and Social Networking guidelines when using social media. Following principles apply to all social media:

1. It is in your best interest and the interest of our school for you and your family members to avoid interacting with students, parents and associates of our school on social networks.
2. Whether your post is original or you 'share' or 'repost' someone else's post, ultimately, you are responsible for what is posted on your page or profile. Best advice: When in doubt, DON'T.
3. You are responsible for your actions. Anything you post can be seen by everyone who connects with you by social media (as well as anyone that those people show it to). Your information may reach far and wide.
4. Know that the internet is permanent. Once info is published online, it essentially remains a permanent record, even if you 'remove/delete' it later or attempt to make it anonymous.
5. Be aware that BCA/LLPS administration may, at any time, observe the content and information made available through social media.
6. Staff shall refrain from posting material that may be inappropriate, and harmful to the integrity and character of BCA/LLPS admin., teachers, staff or the ministry of First A/G.
7. Inappropriate social media material includes content, images and photographs that are defamatory, politically aggressive, pornographic, and/or posts that are in conflict with the Christian testimony and witness of BCA/LLPS and First A/G.
8. All inappropriate materials should be removed from the site immediately and in no less than 12 hours if removal is requested by Administration.
9. Any social networking activity that violates these guidelines or any other BCA/LLPS policy may be subject to disciplinary action or termination.

Please keep in mind that your conduct on social media not only reflects on YOU; it is a direct reflection on the BCA/LLPS administration, teachers and staff, leaders and congregation of First A/G of Bayonne and ULTIMATELY, our Lord, Jesus Christ.



# BCA & LLPS – EXCELLENT EDUCATION!

Sign your name to acknowledge your compliance of the latter addendums.

Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SIGN AND TURN IN TO THE ADMINSTRATOR. THIS WILL REMAIN IN YOUR FILE  
FOR YOUR RECORDS.

Dear School Administrator,

I have read this handbook for '22-'23 and agree to abide by its policies and procedures. I understand that I  
can be terminated if I do not abide by these rules and guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_