



FLOENT INTERNATIONAL SCHOOL

Leaving A Lasting Legacy





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Policy and Procedure Manuel
FLOENT INTERNATIONAL SCHOOL
SEPTEMBER, 2016

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History

Floent International School was established in September 2016. The school was established to meet the needs of Ghanaian families for a contemporary education that is at par with the needs of the community within which it serves.

Mission:

Provide a safe, loving and nurturing environment where children learn to succeed throughout life while loving God, serving their families and community.

Vision:

Fostering Children's strengths through loving care

Philosophy of Floent International School

Floent International School realizes the importance of choosing the right school. Research shows that 90% of a child's brain is developed by the age of 5. Increasing evidence reveals that children's learning opportunities in the years before kindergarten affects their performance in school and ultimately their contribution to society as adults.

Floent International School provides children and their families with both spiritual and academic environments that support a love of God's Word and encourage children's natural curiosity and drive to learn and achieve. Programs are provided both at Floent International School and in the community.

We recognize that every child is a unique individual. We offer a developmentally age- appropriate, Christian program that is designed to meet the spiritual, social, emotional, intellectual and physical needs of each child. We encourage each child's development of a positive self-image and a sense of personal worth in an environment of trust, respect and cooperation. Our focus is for children to gain success in the following areas:

- Self-regulation - Staff encourage children to become independent and capable of soothing themselves and directing their own actions.
- Communication and learning skills are promoted through teacher involving children as decision makers in topics and materials used in learning which in turn promotes self- motivation, and leadership skills.
- Friendships and positive interactions with peers and adults is fostered by staff modeling and facilitating healthy interactions.

Curriculum Statement

Curriculum:

Floent International School's Curriculum is "homegrown". We combine the needs of the children that we serve with the State of Pennsylvania Learning Standards and other resource materials – curriculums

written by professionals in the field and research based age appropriate assessment tools - to help us determine what materials we chose and present to the children. Please refer to the Employee handbook or Family Handbook for full details regarding our curriculum.

Our Program

The goal of Floent International School is to provide a holistic approach to childcare for children and families based on research findings. We believe that each child is an individual who deserves to be respected and appreciated for his or her own unique character. We believe that young children learn best by interacting actively with their environment. We believe that the best curriculum for young children is one that provides for growth in all areas of development as noted in the PA Learning Standards:

- **Social:** Interactions with peers and adults
- **Emotional:** Affirmation, expression and understanding of a child's own feelings and others' feelings
- **Physical:** large and small muscle skills, awareness of his or her body's capabilities
- **Cognitive, intellectual and creative:** basic concepts and problem-solving skills that will lay the foundation for future learning

Enrollment: Care must be given to provide families with a "Getting to Know you/Family Meeting" meeting upon enrollment in facility. These meetings help the families and staff to know the child's needs before they start the program. Another meeting has to be held within 45 days of child's enrollment to discuss how well the child is adjusting to the program and any changes that need to occur to improve the child's success

Preschool Program

Children are taught on a group/individual basis unique to their own stage of development. Children two years of age and older participate in age appropriate activities which are planned to coordinate with specific weekly topics that are familiar to them. Each week's topics and activities are rotated to keep children's interest at peak levels. Arranging the room into learning centers, which allow children the freedom to play and develop skills.

The daily schedule is a carefully planned balance between self-directed and adult-guided activities and the rooms are arranged into learning and activity centers. During "free play" children have the freedom to choose activities and playmates. Each child is offered group experiences, one-on-one interactions and also time to play alone if s/he chooses. Children are encouraged to participate in activities but are not necessarily forced. In future, the activity plan for the week will be posted, and we will encourage families to participate in our curriculum activities as often as they can. We offer children an opportunity to play outdoors daily, weather permitting.

Transition

A child's transition in school should be a positive and exciting learning adventure. Staff must work with parents, child and other relevant stake holders to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Well-planned and executed transitions allow children to easily adjust to new environment and help to reduce the fears and anxiety associated with change. Transitions that take into consideration the needs of the child help to alleviate tension and possible misbehaviors. Due to these factors, it is important to plan transitions in order that the child will be familiar with the expectation of the new place and increase the chances of success for that child in the new environment.

Transition from home to the facility. Prior to a child's first day, staff must provide parent with an opportunity to tour the facility, meet with the child's peers and teachers, and communicate any anticipated concerns. At this time please discuss the best communication methods that the teacher may use to reach the caregiver. It's recommended that parents come with their child so that s/he can become familiar with the facility before their first day at school alone.

General Practice in Regards to Transition

- It is important that the staff express a positive attitude towards the child's transition. They must express the benefits of the change. If the child senses some doubt regarding the change from an adult, it will increase the child's anxiety regarding the change.
- It is expected that staff will show children the similarities between the new placement and the current one instead of hammering in the differences. The child is less likely to be fearful if he is aware that there will be play time, nap time, friends and meals times which s/he is used to.
- It is best practice for teachers with new children to use scaffolding to introduce changes to her class to help the children that are new to the class adapt easily.
- The individual needs of a child in transition will be considered. Some children adjust more readily to change than others.
- The developmental stage of a child is of prime importance. The child's developmental readiness to move to the next stage is of paramount importance. A child cannot be transitioned to another class unless s/he is developmentally ready.
- The familiar background as well as the diverse cultures of the children has to be taken into consideration when planning transition for the child
- Children with special needs such as a child with autism or mental health difficulties may require some extra scaffolding in order to ensure a smooth transition
- When feasible, the child, parent and both the new and old teachers should be part of the discussion on the needs of the child in transitioning from one group to another.
- There must be an ongoing assessment of the child before, during and after the child in order to provide adequate supports to help the child succeed.

1. To assist children transition from older toddler classroom to the pre-k classroom, the following measures must be considered and/or adopted which takes into consideration the diverse cultures and backgrounds of the children.

- There should be ongoing communication between older toddlers and preschool teachers. The two should plan some activities together with their children so that children in the toddler class will be familiar with the preschool teacher and the children before they join the class. The children have to be familiar with the layout of the preschool classroom before they've to spend some time in that classroom without the toddler teacher being present. The staff has to assess and determine that the child can perform the following tasks successfully before initiating a transition (with the exception of special needs children) – Should be toilet trained (some accidents are acceptable at this stage). Relate with peers during play for an extended period. Explore characteristics of objects, activities and environments, Show interest in what others are doing, Ask questions to seek information, Good hand and finger coordination as seen in ability to create using play doh, blocks and Legos. Have interest in attributes of objects - texture, shape, size, color. Can match a group of similar objects. Plays with pattern, sequence, order of size to some degree. Please consult the learning standards for further guidance on the skills that older toddlers need to acquire.
- Gradual transition of the child from the current class to the new classroom based on individual needs. The child can join the pre-school class for lunch, free play and story time. Later, s/he will join her older peers for structured learning periods such as cycle time, arts and craft etc.
- The child will be provided the option to visit her old classroom as needed after she is transitioned to her new class.
- The transition period may occur over a period of a month. This will be shortened or lengthened to suit individual needs.
- More elaborate scaffolding may be required in order that some children are successful.

Transition from Pre-K classroom to Kindergarten

Transition from pre-k classroom to kindergarten is a major step for our preschool children. This is the first time that they would be spending an extended time of period in a new environment with strangers (both children and teachers) learning. To make the transition easier, it is expected that preschool teachers will visit the school that most of their children will attend and familiarize themselves with some of the expectations in the new school.

- Children must have reached the required developmental milestone and not necessarily simply attaining the age of 5 years unless so required by parent. The only exception may be special needs children. Some of the developmental milestones are: ability
- The preschool teacher will collaborate with the kindergarten teacher while the children are still in preschool on how to effect smooth transition to kindergarten.
- Teachers can visit each other's classrooms during the school year to observe.
- If feasible, the kindergarten teacher will be asked to substitute in the preschool class.

- As part of preschool curriculum, at least two months prior to the transition to kindergarten, the teacher will introduce common kindergarten terms like “recess” to children in a meaningful way to them. As much as possible as it is developmentally appropriate, a month prior to the start of kindergarten, the teacher will use scaffolding in designing the day of the preschool children to be similar to what they would experience in a regular kindergarten class.
- The kindergarten teacher and/or principal can be invited to informally visit the preschool class and have a chat with the children or have a planned activity with the children such as reading a story book.
- Preschool children can each write four notes to the kindergarten teacher/principal through the year “termed watch me grow”. This will be a sample artwork or writing of the child.
- Allow children to express their feelings about the new school through dramatic play activities and by dictating stories.
- The preschool teacher should at all cost avoid drilling children on expectations of the new school/ kindergarten or telling horror stories about kindergarten. In order to ensure seamless transition, events that take place in relation to transitioning to kindergarten should be made a natural part of the child’s curriculum/environment.

Definition of Staff at Floent International School

Staff includes the primary staff person and all care giving staff employed at that site, which includes staff working less than 500 hours per year and working directly with the children. Staff also includes volunteers and substitutes working more than 500 hours per year. Student interns are also to abide by the policy and procedures as it relates to their work with children and other staff of Floent International School.

Volunteers and Student Intern Policy

General Information

Student interns & volunteers follow the hiring procedures including:

- Background Record Check
- Health records
- Orientation
- Staff Information Form
- Confidentiality agreement
- Access to online handbooks and training
- References

Volunteers

Volunteers will receive an orientation to the program, will be assigned a supervisor, and will be trained in the philosophy and emergency procedures of the program;

- The administrative assistant will document the dates, hours of service and responsibilities of each volunteer in a log
- volunteers will be under the direct visual supervision of an EEC qualified educator at all times

Student Interns

Students are selected based on the criteria specific for each position. The orientation plan includes training in emergency evacuation, mandated reporting, child guidance and communication, sanitation, and food preparation.

Unless students meets the Pennsylvania Department of Public Welfare requirements for school workers, students are under the supervision of an EEC qualified educator at all times.

Pre-Practicum Interns

Pre-Practicum Interns complete a background record check. They may participate in orientation and other training or hiring procedures although their interactions are limited. They are treated as volunteers in the classroom in order to provide them with hands on learning opportunities. The participating school faculty members may supervise the students, with guidance from the supervising teachers.

Student Research Assistants

Students may also participate in the Christian School program as research assistants for their school's faculty members. Student research assistants complete a background record check; they do not participate in orientation or other training or hiring procedures as their interactions are limited and defined by the research project. Faculty members supervise the students, with guidance from the supervising teachers.

Statement of Non-Discrimination

Floent International School shall not discriminate in its hiring or personnel practices against any applicant for employment or any employee because of race, creed, sex, age, national origin, sexual preference or disability. Floent International School is an equal opportunity employer. The Facility shall follow the spirit and intent of all federal, state and local employment law. The Facility is committed to providing equal opportunity for all employees and applicants without regard to race, color, national origin, sex, age, marital status, sexual orientation, disability, political affiliation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Facility's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, salary administration, disciplinary action, termination, and social, educational and recreational programs. The Head teacher shall act as the responsible agent in the full implementation of the Equal Opportunity Policy.

Floent International School will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the Facility may have violated the Equal Opportunity Policy shall report the possible violation to the Head teacher.

If the Head teacher determines that a violation of this policy has occurred, she will take appropriate disciplinary action against the offending party, up to and including termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Floent International School is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at the Facility for all qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship. Employees who believe that they may require accommodation should discuss these needs with the Head teacher.

Professionalism/Ethical Conduct

Floent International School strives to be a caring, cooperative workplace where human dignity is respected, professionalism is promoted and positive relationships are modeled. Floent International School recognizes that all early childhood programs have professional and ethical responsibilities to children, families, staff and the community.

Code of Ethical Conduct

The Facility adheres to the “Code of Ethical Conduct and Statement of Commitment,” as defined by the National Association for the Education of Young Children (NAEYC). See Appendix N. Reference: www.naeyc.org

Confidentiality

Professionals who work with young children are entrusted with sensitive information about individual children’s development and families. Such information must be held in strict confidence and must not be discussed with anyone outside the Facility. If discussed inside the

Facility, it will only be when it is of benefit to the children. Any requests for information about children must be referred to the Head teacher.

In the case of children and families who are receiving services from other professionals or agencies, a release of information must be signed by the parents **before** any information can be shared or requested.

General Information Organizational Structure

The vision of Floent International School staff includes a Head teacher, Associate Head teacher, Teachers, Assistant Teachers, Floaters, Cook, maintenance workers, volunteers and interns. Due to our current enrollment, the staff duties have been combined to meet all the needs of the establishment. (See Organizational Chart, Appendix A, and Job Descriptions, Appendix B).

Work Schedule

The regular work week for a full-time employee is at least 35 hours. “Part-time” is defined as a work schedule that is less than 35 hours per week. Work hours fall between the hours of Monday 5:30 a.m. (when the Facility opens) until Saturday 9 p.m. (when the Facility closes). Schedules will vary and be assigned by the Head teacher.

Floent International School is open for school year-round. The Facility observes a holiday schedule as annually scheduled (Please refer to the employee handbook for more details, and Holiday Schedule, Appendix I).

Hiring Practices

Advertising:

Teaching and support staff positions may be advertised in area newspapers and/or posted at area colleges and universities among others.

Prospective employees will be required to submit an application for employment (see Application for Employment, Appendix C).

Interviewing:

Prospective employees will be interviewed by the CEO/COO and/or the head teacher. In addition to the interview, a prospective teacher or assistant teacher may be asked to demonstrate his/her abilities with children in the classroom setting either by bringing an activity to implement with the children or joining in an activity set up in the classroom.

Hiring:

The CEO/COO will make the final hiring decision. At least one employment reference must be checked, and a criminal records background check will be conducted at the applicant’s expense prior to hiring. The criminal records background check is a search of local, state and/or federal records to determine if a person has been convicted of a crime. A criminal conviction for any offense that involves children or other conduct potentially detrimental to the school environment will preclude hiring as determined by the Ghana Education Service.

Upon hiring, each staff member will:

- Complete appropriate forms, including the submission of an initial physical examination signed by a licensed physician within 5 days of employment
- Receive a copy of his/her position description
- Receive a copy of the evaluation form for his/her specific position
- Complete orientation to the program, including but not limited to topics mandated by the Ghana Education Service, within six weeks of start date

Employee Trial Period

Each employee at Floent International School has a 120-day trial period upon employment. During this time, the employee shall meet with the head teacher at least once a month to evaluate performance. The COO/CEO may discharge the employee at any point during the trial period for any reason at the COO/CEO's discretion by giving written notice to the employee. The general discharge policy in this manual is not applicable during the trial period.

After the 120-day trial period ends, the employee's performance will be formally reviewed at least once annually. If problems arise for the Facility or for the employee after the 120-day trial period ends, they will be handled as specified in this manual.

Personnel Files

The Facility will maintain personnel files for all employees, which will include the following documentation:

- time sheets/payroll records for the last year
- vacation and sick leave information for the last year
- changes in job classification and rates of pay
- any disciplinary action taken during employment introductory period evaluation initial job application
- all performance appraisals
- medical forms
- emergency information
- verification of education & training (including transcripts)
- benefits documentation
- any other information as deemed appropriate by the head teacher

Salary Scale

The Facility utilizes guidelines for setting salaries as obtained from (<http://paytrends.intuit.com>), and United States Bureau of Labor Statistics (<http://www.bls.gov/oes/>). The salary scale is reviewed annually.

See Appendix E for current salary scale.

Payroll

Floent International School staff is paid every month. Pay checks will be distributed at the end of each month starting September 30th 2016. Employees may elect to receive their paychecks through direct deposit.

It is the responsibility of each employee to maintain accurate work records, and it is the responsibility of the Head teacher to ensure that each employee's work records are accurately reconciled with approved leave records. Paychecks will be distributed by the Head teacher on pay day at a time determined by the Head teacher.

Performance Evaluations

All staff members will be formally evaluated at least once per year. The head teacher will be evaluated the COO and the CEO. The head teacher will evaluate the associate head teacher, teaching staff and Facility Cook. Peer evaluations, parents' input and the associate head teacher's feedback will be sought by the Head teacher at his/her discretion. All employees will be given a blank evaluation form when they are hired, and will receive another one month prior to each evaluation. Evaluations become part of the employee's personnel file. See Appendix D for sample evaluation form.

Expense Reimbursement

The Facility will reimburse pre-approved expenses incurred by staff who travel on approved Facility business. Employees are reimbursed for these expenses on completion of a signed voucher form (request for form should be made to the Head teacher) with receipts attached. Expenses incurred as part of personal time taken in conjunction with travel, as well as personal incidental expenses, will not be reimbursed by the Facility.

Staff Training & Professional Development

Floent International School recognizes that having an educated, well-trained staff is essential to quality care and education for young children. Therefore, Floent International School encourages professional and personal growth and development of Staff. Please consult our website for a list of a free professional opportunities available for staff. Staff are also encouraged to join at least two learning communities. e.g.

<https://plus.google.com/collection/YWqIg>

<https://education.microsoft.com>

<https://code.org/educate/professional-development-online>

Sign up to receive tips and make use of the resources available at <http://www.educationworld.com>

Orientation Training

Upon hire, each employee is required to meet the Pennsylvania Keystone Stars Requirement for orientation training hours. It is the joint responsibility of the Head teacher and employee to ensure that this requirement is met within the first four weeks of employment and to record orientation hours on the Documentation of Staff Orientation Form (See Appendix L).

Training Hours toward Professional Development

In order to maintain quality care, Floent International School mandate 24 hours of training for each employee based upon his/her education, experience and previous training. It is the responsibility of the employee to fulfill the training requirement by the end of each calendar year. ***If an employee does not complete his/her required training hours, s/he becomes ineligible to work until the training hours are complete.*** In order to help employees in their professional development, Floent International School may hold in-service training sessions, encourage employees to attend conferences and seminars directly related to their professional responsibilities and provide opportunities for professional consultation.

Requests for time off and reimbursement related to professional training must be submitted in writing to the Head teacher. The Facility will grant such requests for training deemed appropriate in the Head teacher's discretion, in order of receipt, to the extent that budgeted funds are available.

Floent International School makes no assurance that budgeted funds will be available for any reimbursement request. In the event that funds are not available, the employee will assume the expense. Documentation of course completion must be submitted to the Head teacher. If a teacher does not complete a course for which s/he has received financial assistance, s/he must repay that amount.

Certification Training in CPR & First Aid

Each employee is encouraged to be certified in Cardiopulmonary Resuscitation (CPR), and each employee is required to be certified every two years in First Aid. If an employee does not maintain his/her certification, she becomes ineligible to work.

Mandatory Trainings

In addition to First Aid training, all staff is required to obtain the trainings listed below:

- § New Staff Orientation by the end of 30 days

Meeting Required annual professional development hours.

In addition, teaching staff, management and auxiliary staff members will complete other trainings that will help them excel in their given field of work. **Professional development (PD)** selected should be relevant to age of group with which the staff works. Staff who work with children and youth must obtain training in: working and communicating with families; designing and/or facilitating activities that support program goals and engage program participants; topics relevant to program goals and activities; and recognizing when children and youth may benefit from additional or alternative services

Other relevant topics for staff working with children are: child and youth development, and the differing needs of children and youth at different stages of development; building positive relationships with children and youth; understanding how staff behavior can influence the behavior of children and youth; cultural awareness, sensitivity, and responsiveness; and understanding and combating bias and discrimination, courses regarding prevention of child abuse and neglect, children's social and emotional competence, or Strengthening Families Protective Factors

Inclusive practices topics - poverty, family composition, racial/ cultural competency, English Language Learners, religion, and gender

Continuing Education

In order to encourage and reward staff for continuing their education, the Head teacher will evaluate employees' credentials as they are received and review for possible salary increases accordingly.

Staff members are encouraged to remain at Floent International School after they have received financial assistance toward their education. ***If a teacher does not remain at the Facility for at least one year after receiving tuition assistance, s/he must reimburse Floent International School for the portion of the academic tuition paid by Floent International School at a prorated basis.*** For example, if a teacher receives financial assistance to attend school during the long vacation, completes the program and receives a raise, s/he would be required to repay the tuition for the long vacation session, if s/he left before the following long vacation. If s/he had received assistance the previous May as well, but left the following May, s/he would not be liable for the May tuition, but would be liable for Long Vacation session tuition.

Professional growth and development activities:

In order to better serve the children and their families, it is expected that all staff will participate in some professional growth and development activities per year – a minimum of two professional growth activities for all staff members. Head teachers and assistant head teachers will participate in a minimum of 3 two professional growth and development activities, Please refer below to Keystone Stars definition of “professional growth activities”

Definition of Professional Development Activities (for use in conjunction with Staff and Head teacher Development Stars)

Staff is a/an:

1. Member of a professional organization (local, state or national) related to the field of early childhood or school age programs.
 2. Member of a committee or board of an organization committed to child advocacy, children's community planning, or child development.
 3. Responsible for having written a response to a professional article (may be an internally submitted response).
 4. Attend as a participant in a national school conference.
 5. Presenter, trainer, or instructor in child development/school subjects in a class, training, workshop or conference setting, for staff, parents, or community.
 6. Author of published material on child dev. /school subjects.
 7. Child Development Associate Advisor or Representative.
 8. Mentor or consultant to another early childhood or school age program.
 9. State/national accreditation observer, validator or verifier.
 10. Supervisor of student teachers.
1. **Enrolled, if staff is an aide, in a CDA/CCP program.**

Benefits Bonus

BONUS POLICY

1. **Bonus will be allocated to staff based on the following criteria:**
 - a. All staff are eligible for Merit bonus if and when funds are available from Keystone STARS.
 - b. Staff must be actively participating in training outlined in the PDR and discussed with Head teacher.
 - c. Staff must be employed at least one year past the initial three month introductory period.
 - d. Staff must have less than three written reprimands in personnel file.
 - e. Staff must maintain appropriate attendance (less than 10 days off in a calendar year).
2. **Bonus Procedures:**
 - a. Bonuses will be given on a percentage of years served and performance.
 - b. Each year of service will count as equal to up to 2% with a maximum of 10% of allocated money available.
 - c. Additional money can be given if performance appraisals are of exceptional quality. This will be based on yearly staff evaluations.
 - d. Additional bonus money can be given on percentage if all money is not allocated by other staff due to poor performance or lack of educational goals attained for current position.

3. **Based on total amount of bonus monies allocated to the facility:**
 - a. Head teacher can earn up to 40%.
 - b. Assistant Head teacher can earn up to 30%.
 - c. FT Group Supervisor can earn up to 20%.
 - d. PT Group Supervisor can earn up to 15%.
 - e. FT Assistant Group Supervisor can earn up to 10%.
 - f. PT Assistant Group Supervisor can earn up to 10%.
 - g. Aides can earn up to 5%.

4. **Bonuses are processed through payroll and are subject to applicable taxes.**

Vacation Leave

Full-time employees will earn vacation time at the rate of 1 day per month (1/2 day per pay period), beginning with the employee's first paycheck after the introductory period is over. (A day of vacation time will be defined as the employee's usual work day, up to 8 hours – i.e. if the employee works a regular 8 hour day, they will accrue 8 hours per month; if they work a regular 7 hour day, they will accrue 7 hours per month, this excludes break time). Part-time employees do not earn vacation time. Full-time employees will receive annually an additional one day of vacation time for each full year of service, up to a maximum of 35 hours per year, to be added to their accrual on their anniversary date of employment. Vacation can accumulate up to a maximum accrual of 100 hours of vacation time. Vacation may not be taken in advance of being earned. [See page 35 for vacation pay-out policies on resignation or termination]

Staff personnel are required to request vacation time in writing (See Request for Leave Form, Appendix M) at least two weeks in advance so that the Head teacher can address staffing issues. If the employee fails to present the Head teacher with a two-week advance written request for vacation time, then the vacation may not be granted. Because of the importance of adequate and consistent staffing in providing quality care for the children, the Head teacher may limit the number of people taking vacation at the same time at his/her discretion, in particular employees from the same "nest". Vacation time is not intended to be used for sick days, and shall be used only for pre- approved time off. Employees are strongly discouraged from taking any time off during the last two weeks of August and the first two weeks of September each year, because these are important transition times for children into their new classrooms. It is crucial for teachers to be in their classrooms to establish those initial bonds. Therefore, time off during this period will only be allowed at the head teacher's discretion. Every effort will be made to schedule vacations in such a way that time off will not pose a hardship to any staff member.

Holiday Pay

Full-time & Part-time paid employees working more than 25 hours a week will receive pay for Facility-scheduled national holidays. All paid employees working less than 24 hours a week will be paid half day for Thanksgiving and Christmas. An annual calendar as determined by the Head teacher is prepared in August and distributed to parents and staff with the following scheduled holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Sick Leave

Full-time employees accrue sick leave at the rate of ½ day per month up to 5 days per year (2 hours per pay period) beginning with their first paycheck after the trial period. Part-time employees will not receive paid sick leave.

Sick leave may only be taken for legitimate illness, illness in the immediate family and medical appointments. Sick leave cannot be accumulated.

Employees using two or more consecutive workdays of sick leave must provide a doctor's statement concerning the nature of the illness and necessity of absence. A doctor's note is also required if the sick day is taken the day immediately before or after a holiday or scheduled vacation. Taking sick leave as "vacation time" for reasons other than illness is not acceptable. Accumulated sick leave is not payable upon employment separation.

It is the responsibility of the employee to notify the Head teacher as early as possible when taking a sick day. The employee should notify the Head teacher (or Associate Head teacher during the Head teacher's absence from the Facility) either the night before or by 6:45 a.m. for employees due to report to work by 8:00 a.m., and by 7:30 a.m. for employees due to report to work after 8:00 a.m. of the sick day being taken. If the employee fails to notify the Head teacher by the specified time, a written reprimand will be placed in the employee's personnel file. If more than two such reprimands are placed in the employee's file during a year, the employee's employment status will be reviewed by the Head teacher. A third failure in a year to timely report to the Head teacher the use of a sick day shall result in the imposition of a three-month probationary period.

Disability Leave

An employee with 12 months of service shall be entitled to disability leave. In the event of a long-term disability, an employee's position will be held a maximum of 16 weeks. Said leave shall be approved by the Head teacher and the disability must be substantiated at regular intervals by an approved physician. Disability leave does not begin until the employee has exhausted all vacation and sick leave. After that point, the leave will be without pay. Disability leave shall not exceed 16 weeks.

Bereavement Leave

In the case of death in an immediate family - spouse, children, parents, grandparents, brother, sister (including stepfamily and in-laws), an employee may be granted a day's leave with pay. If

more than a day is needed, the employee may use her vacation or may be granted leave without pay.

Leave of Absence

Leave of absence will be granted at the discretion of the Head teacher. Leave of absence is defined as leave without pay due to an employee's personal or family necessity. Leave of absence will only be considered for an employee with at least 24 months of employment. The employee cannot have a high rate of absenteeism or a history of consistent tardiness. The employee cannot have any recorded personnel or performance problems during the previous year. The employee record should display above average job performance. The employee must personally present his/her request to the head teacher. Under no circumstances may leave of absence exceed three months.

Leave of absence may only be taken when the employee has exhausted all vacation and sick time. No Facility benefits will accrue during a leave of absence.

Shared Leave

In order to allow coworkers to voluntarily donate vacation leave to those employees affected by a medical condition that requires absence from work for a prolonged period of time, the Facility provides a Shared Leave Program.

For purposes of this policy, medical condition means the medical condition of an employee or his/her spouse, parents, children, stepchild or in-law living in the employee's household that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least 20 consecutive workdays.

It is not the intent of this policy to apply to short-term or sporadic conditions or illnesses (i.e., chronic allergies, short-term absences due to contagious diseases, recurring medical or therapeutic treatments).

An employee may apply for Shared Leave at such time a doctor's statement is available to support the need for leave beyond the employee's available accumulated leave.

Participation in this program is limited to 1,040 hours (pro-rated for part-time employees), either continuously or, if for the same condition, on a recurring basis. If the Head teacher would have otherwise granted leave without pay.

Subject to the maximum of 1,040 hours, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.

An employee who applies to benefit from the Shared Leave Program must be a benefited employee. A recipient must apply to participate in the program or be nominated to participate by a fellow employee. The Head teacher will review the application and approve or disapprove. The establishment of a leave "bank" for use by an unnamed employee is expressly prohibited. Leave must be donated on a one-to-one personal basis.

Vacation leave can be donated by all employees. The minimum amount that can be donated is four hours. The maximum amount that can be donated can be no more than the amount of the donor's annual accrual rate. In addition, the amount donated shall not reduce the donor's vacation leave balance below one-half of his/her annual accrual rate.

Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his/her need for military leave and the Head teacher will request a copy of the employee's orders, which will be kept in the employee's personnel file.

The time an employee spends on military leave will not be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

Upon return from military leave, employees shall be reinstated as required by law and benefits will be reinstated with no waiting periods.

Jury Duty

Floent International School encourages employees to fulfill their civic responsibilities by serving jury duty when required. The Facility will pay employees the difference between his/her salary and any amount paid by the government, unless prohibited by law, up to a maximum of 10 days. If an employee is required to serve more than 10 days of jury duty, the Facility will provide the employee with unpaid leave or the employee can choose to exhaust vacation leave.

Family & Medical Leave

The Family & Medical Leave Act of 1993 was adopted by Congress to balance the demands of the workplace with the needs of employees and their families. Under this policy, employees may use vacation leave, sick leave, and leave without pay for absences from work due to childbirth, adoption, or a serious health condition of the employee or an employee's spouse, child or parent. A physician's certification is required if a serious health condition is involved. The employee's job (or an equivalent position) and benefits are protected while the employee takes leave under this policy.

An employee who has worked at Floent International School for at least 12 consecutive months without a break in service and who worked at least 20 hours per week during the previous 12-month period is eligible for up to 12 work weeks of leave under this policy in any 12-month period for the following reasons:

- The birth of a child and to care for the child following birth, so long as the leave is taken within 12 months of the birth of the child
- To care for a child placed with employee for adoption, so long as the leave is taken within 12 months of the placement, but not to begin more than one week prior to receiving custody of a child under age five.
- To care for an employee's child, spouse or parent, where that child, spouse or parent has a serious health condition
- Because the employee has a serious health condition that makes an employee unable to perform the essential functions of the employee's position.
- Prior to returning to work following childbirth, an employee must furnish a doctor's statement, specifying that she is physically able to perform her job duties. Floent International School will provide the employee's doctor with her job description if necessary.

FML as it relates to adoption:

- The natural mother may use accumulated sick leave, annual leave, leave without pay or a combination during the actual disability caused by pregnancy and childbirth. A doctor's statement verifying the period of disability is required. The natural mother may request annual leave or leave without pay prior to and after the actual disability. An employee must request parental leave in advance and in writing. Anticipated dates for the start of and return from leave should be included, as well as the type(s) of leave to be used.
- Parental leave for a newly adopted child under age five cannot begin more than one week prior to receiving custody. For adoption, leave is limited to annual leave, leave without pay or a combination. In order to take parental leave, an employee must submit the request to the head teacher and submit evidence of the adoption.

School Tuition Reduction

An employee with a child enrolled at Floent International School may receive 50% reduction in child's tuition.

Health Insurance

Floent International School does not provide health insurance to full time employees at this time.

Individual Retirement Accounts

Floent International School expects to provide this benefit in the future to her employees.

Floent International School Employee Benefit Summary

1. 1 day of vacation leave per month, with one additional day per year earned for each year of service (to a maximum of 35 hours per year), and a maximum accumulation of 100 hours of vacation time.
2. Up to 4 paid holidays per year
3. 5 days of sick time per year. Sick leave cannot be accumulated
4. Disability and Family Leave
5. Employee Leave of Absence and Leave for Death in Family available
6. Possible Employee Health Insurance Plan
7. No Dental Insurance Plan at present
8. No current Facility contribution (match) to Employee Individual Retirement Accounts
9. Tuition reimbursement for training and development and salary increases upon completion of further academic work (see Staff Development)

Benefit Milestones

Upon Employment

- Tuition reimbursement for continuing education

With One Year of Continuous Service

- Family/Medical Leave available
- Salary increase possible upon successful completion of specified academic work ♦ Disability leave available

With Two Years of Continuous Service

- Leave of absence possible

With Three Years of Continuous Service

- Individual Retirement Account contribution by Facility to be considered in the future.

Staff Regulations

When a group of people are working together, it is necessary to have a common rule of conduct so that the actions of one individual will not be detrimental to other staff persons or the Facility. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here and to ensure that all staff work under the same conditions.

Annual Requirements

1. Each staff must receive required training hours as established by the State of Pennsylvania and Keystone Stars, including yearly Health and Safety training.
2. Each staff must have their doctor fill out a bi-annual Health Evaluation Questionnaire.

Grounds for Immediate Discharge

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and may result in immediate discharge without warning. This list is not intended to be all-inclusive because the Facility reserves the right to discharge any employee based upon the needs of Floent International School.

1. Striking or abusing a child, endangering the life of a child, humiliating a child, using abusive language toward any child, withholding food from a child as punishment, or any other violations of the Behavior Management Policy.
2. Abuse or inconsiderate treatment of parents, staff or visitors.
3. Unauthorized removal of property.

4. Unauthorized removal or alterations of records or unauthorized divulgements of confidential information regarding children, families or the Facility.
5. Refusal to perform assigned work or follow instructions.
6. Gross carelessness or negligence.
7. Willful destruction of property.
8. Sleeping during working hours.
9. Coercing or inciting others to limit work performance or engage in any practice in violation of Facility rules.
10. Unauthorized absence(s). The employee must obtain permission from the Head teacher to be absent.
11. Not maintaining required credentials.
12. Falsification or alteration of any Facility record such as a timesheet, vacation and sick time taken, or training course completion.
13. Any type of substance abuse while working at Floent International School.
14. Reporting to work in an impaired state.
15. Theft of Facility or another employee's property.

Other Rules

In addition to the basic rules listed above, there are other rules which require disciplinary action if violated. These rules include (but are not limited to) the following:

1. **Work Time:**
Work time is for work. Any conduct that interferes with work time will not be tolerated. Also, staff are not permitted to leave work areas during work time without the permission of their supervisor. Work time does not include recognized breaks.
2. **Work Performance:**
Employees are expected to put in a fair day's work. Unsatisfactory work, poor performance, producing work below standard, loafing or excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizing children and other staff is not permitted.
3. **Care:**
All children, parents and visitors should be treated with kindness, friendliness, patience and respect. Staff should refrain from gossip, loud talking and other unnecessary noise, and forms of conduct that could disturb the program and detract from the professionalism of the Facility.
4. **Confidentiality:**
It is contrary to the interest of the Facility and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside the Facility. Inside the Facility, such information should be discussed only when it will benefit the care we offer the children and the parent. Refer any inquiries on children, their performance and parents to the Head teacher.

5. **Absenteeism or Tardiness:**
Staff are expected to have a regular attendance record. Excessive, habitual and unauthorized absence and tardiness are disruptive to the care of the children and creates a burden on other staff. The act of calling does not in itself constitute an excuse for an absence; the reason for the absence shall be given. Staff must be in their classrooms on their job, ready to perform assigned tasks at their starting time.
6. **Security & Safety:**
Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions such as liquid, food, paper, extension cords on the floor, or any other condition which could cause an accident. If staff are unable to correct unsafe conditions or fire hazards, they are required to report them to the Head teacher immediately. All accidents must be reported in writing immediately on Facility Incident Journal or Incident Report as well as informing the Facility Head teacher. Employees must be familiar with and adhere to the facility's Allergy Policies.
7. **Fire Rules:**
It is the responsibility of all employees to understand their role in an emergency. This includes understanding and familiarization with the location and operation of fire extinguisher, reporting a fire to the fire department, and knowledge of evacuation plans and all fire exits.
8. **Smoking:**
Floent International School discourages smoking during work hours.
9. **Food and Beverages:**
Discreet drinking of non-alcoholic beverages is allowed in the classroom with the stipulation that it is not at the child's level, and that it is in a secure place approximately four feet from the floor. Eating the same food with the children during mealtimes and special events is permitted and encouraged for role modeling, socialization and encouragement to try new foods; however, teachers must be aware of children with food allergies in their space and not expose children to foods that might cause an allergic reaction. Teachers are allowed to eat lunch in the classrooms during the children's nap time.
10. **Telephone calls:**
In order that Facility phones may be free to conduct Facility business, the use of phones for personal reasons should be limited to emergency situations. Telephone messages will be taken and left on the employee's mailbox. **Cell Phones:** The care, safety and service employees provide to parents and children are of the utmost importance; therefore, cell phones shall not be used by staff while performing assigned job duties. The Facility will not be liable for the loss of personal cellular phones brought into the workplace.
11. **In-service Training:**
It is the responsibility of the employee to complete his/her 15-20 hours of in-service training by the required dates as determined by the Head teacher and State licensing consultant. Arrangements will be made by the Head teacher as to when training will take place. *If an employee does not complete his/her required training hours, s/he becomes ineligible to work until the training hours are complete.*

12. **Computer and Information Security Policy:**

The following applies to the use of the Facility's computer and communications systems. These systems include computers, software, telephone and electronic mail systems. The Facility provides these systems to support its mission. Although limited personal use of the systems is allowed, no use of them should ever conflict with the primary purpose for which they have been provided, the Facility's ethical responsibilities or applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Facility's computers and communications systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Facility. The Head teacher may inspect and monitor data at any time. No individual should have any expectation of privacy for messages or other data recorded in the Facility's systems. This includes documents or messages marked "PRIVATE," which may be inaccessible to most users but remain available to the Head teacher.

Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

The Facility's systems shall not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Similarly, the Facility's systems shall not be used to solicit or proselytize for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes.

Security procedures in the form of unique user sign-on or identification passwords have been provided to control access to the Facility's host computer system, networks and voice-mail systems. The following activities, which present security risks, are prohibited: attempts to bypass or render ineffective security facilities; sharing passwords between users; browsing document libraries unless there is a legitimate reason to do so; making changes or modifications to the hardware configuration or standard software configuration of computer equipment unless specifically authorized by the Head teacher; accessing unauthorized data and/or systems; and/or downloading computer games on Facility computers; loading unauthorized software on Facility computers. Questions on this policy can be addressed by the Head teacher.

13. **Internet Acceptable Use Policy:**

Access to the Internet is provided to employees when there is a necessity and the access has been specifically approved to support the Facility's mission. No use of the Internet should conflict with the primary purpose of the Facility, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Disciplinary action up to and including dismissal may result if guidelines are not followed. The Head teacher may monitor Internet usage by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her use of the Internet. In addition, the Head teacher may restrict access to certain sites that s/he deems unnecessary for business purposes.

The Facility's connection to the Internet may not be used for any of the following activities: to access, create, transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs; to access, send, receive

or solicit sexually-oriented messages or images; downloading or disseminating copyrighted material; to download software; to transmit personal comments or statements through e-mail or to post information to newsgroups that may be mistaken as the position of the Facility; to disclose confidential information through Internet e-mail or newsgroups; to download personal e-mail or Instant Messaging software to Facility computers; to send or participate in chain letters, pyramid schemes or other illegal schemes; to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes; or to endorse political candidates or campaigns. Questions on this policy can be addressed by the Head teacher.

14. **Sexual Harassment Policy:**

The Facility is committed to creating and maintaining a workplace free of sexual harassment. Improper conduct in the workplace is inappropriate and will not be tolerated. This conduct includes:

- a. Expressed or implied requests for sexual favors as a condition of job retention, promotion or other benefit of employment
- b. Unwelcome physical contact
- c. Harassment or other behavior (such as telling sexually explicit jokes, improper suggestions, graphic or descriptive comments or discussions about an individual's body or physical appearance, degrading verbal comments, offensive sexual flirtations and intimidation).

Any complaints of harassment should be referred immediately to the Head teacher. All investigations will be conducted on a confidential basis, and at no time will the complainant be retaliated against. Appropriate disciplinary action (up to and including dismissal) will be taken when warranted. False complaints will not be tolerated and may lead to disciplinary action (up to and including dismissal) against the false accuser.

15. **Protection from Retaliation Policy**

(Whistleblower Protection Policy): Any employee who suspects that any employee has conducted a financial impropriety or misused the Facility's resources—including funds, materials or staff time—is encouraged to communicate this to the Head teacher. The report can be made verbally or in writing. Information about who reported the potential abuse will be kept confidential. The supervisor, or Head teacher shall not take any retaliatory action against any employee who reports any potential abuse in accordance with this policy.

16. **Drug- and Alcohol-Free Workplace:**

The unlawful use, possession and/or distribution of a controlled substance (drugs and alcohol) is prohibited at the Facility. Any abuse of this policy shall be reported to the Head teacher immediately.

17. **Workplace Violence Policy:**

The Facility is committed to providing a safe & healthy workplace for all employees. To that end, it is the Facility's policy that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, child, parent, vendor or visitor, including but not limited to physical attack, intimidation, threats or property damage, will be cause for disciplinary action up to and including dismissal. Prohibited acts of workplace violence include threats, intimidation, physical attack or property damage. A **Threat** is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat

without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstances will be considered. **Physical Attack** is unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting. **Intimidation** includes but is not limited to stalking or engaging in actions intended to frighten, coerce or induce distress. **Property Damage** is intentional damage to property owned by the University, students, University employees, vendors or visitors to the University. A **Weapon** is any object used to attack or intimidate another person. This policy covers every employee of the Facility, full-time and part-time, permanent and temporary, and anyone in an employment capacity with the Facility. It covers such employees while engaged in any activity related to their employment with the Facility, whether on Facility property or elsewhere. An employee who believes that s/ has been the target of workplace violence should report this to the Head teacher. In emergency situations the employee should call 911. It is the Head teacher's responsibility, when notified, to respond in a prompt and effective fashion. Effective response includes a full and prompt investigation, disciplinary action as appropriate and follow-up with victims and any affected staff. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Any report of violence will be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment. Deliberately false or misleading reports of violence under this policy will be handled as incidents of unacceptable personal conduct and the employee making

such false or misleading reports will be subject to disciplinary action under the Facility's disciplinary policy.

Guidelines for Corrective Action

STEP 1:

In the event of a violation of any rule (other than the rules that may require immediate discharge) in the first instance, the employee is to be verbally counseled by the Head teacher to clarify what actions or behaviors are being questioned, which rule or practice was not followed, why the rule exists and the need for compliance. The Head teacher will document this interaction.

STEP 2:

In the event of a second violation of any rule, the staff person will be counseled by the Head teacher and a written report of the incident will be placed in the employee's personnel file. The reason for the rule(s) and the need for compliance will be explained. At that time, the staff person will be placed on probation. A written notice of the probationary status will be given to the employee, and a copy will be placed in the employee's personnel file. It will be explained to the staff person that continued violation of Facility rules will result in termination.

STEP 3:

In the event there is a third rule violation of any rule within one year of the second occurrence, the employee may be terminated. A notice of termination will be placed in the employee's personnel file, to be signed by the employee. If the employee refuses to sign the notice, a notation to that effect will be placed on the form and signed by the Head teacher.

As these guidelines are implemented, the Head teacher will be called upon to use his/her judgment regarding the severity of the offense, length of service of the employee, the attitude and intent of the employee to correct his/her performance, and any mitigating circumstances.

Additional Reasons for Discharge

Occasionally there may be staff members who fail to respond to the intent of this policy and continue non-compliance past the time periods contained in the above paragraphs. The following are additional guidelines for discharge.

1. After two (2) written notices or warnings for any cause in a period of one year: the employee may be terminated for the third offense.
2. After three (3) notices or warnings in a two-year period: the employee may be discharged on the fourth offense.
3. After four (4) written notices or warnings during a staff person's employment, the staff person may be terminated on the next offense.

Problem Resolution and Grievance Procedures

The Facility's policy is that each employee continuously receives fair treatment in every respect. The Facility is committed to preserving and improving cooperation and harmonious relationships among all Facility employees. The Facility urges any staff employee who feels s/he is not receiving fair treatment or is faced with a situation that s/he believes affects job performance to use either the Problem Resolution Procedure or Grievance Procedure, whichever is appropriate.

Problem Resolution Procedure

Preamble: The Problem Resolution Procedure is to facilitate finding solutions to day-to-day problems experienced by staff members. This procedure is a recommendation but does not act as a substitute for common sense and courtesy.

Step 1:

If there is a problem between staff members, speak with the individual involved. Do not assume someone will not respect your wishes until you have given them a chance.

Step 2:

If the problem cannot be resolved with the individual involved, raise the problem with the individual's supervisor or your supervisor.

Step 3:

If the problem cannot be resolved by either Step 1 or 2, the matter should be discussed with the Head teacher for final resolution.

Grievance Procedure

The following process should be followed by any Floent International School employee who feels that his/her employment status has been negatively affected and cannot receive satisfaction from discussions with the immediate supervisor. This can include the results of performance evaluations, demotions, suspensions or discharge.

Throughout the entire process detailed below, the employee may have written objections to the procedure placed in his/her file. In addition, the employee has the right to be present during any discussions/meetings related to the grievance. The employee may also present any relevant information, including witness statements.

Step 1:

In order to begin the process, the employee should submit in writing to the supervisor the nature of the grievance within five working days of the triggering event. The grievance should contain all the pertinent information and details upon which a fair decision can be made.

Step 2:

Within five working days of the submission of the grievance, the supervisor will provide the employee with a written decision. The employee will be notified if the decision will be delayed past the five-day period.

Step 3:

If dissatisfied with the supervisor's decision, the employee has five days in which to appeal. The appeal should be made to the Head teacher. The written appeal should include the original grievance, the supervisor's response and a detailed statement of the disagreement with the supervisor's decision.

Step 4:

The Head teacher has 10 working days from the date of the appeal in which to respond in writing. During this period, the Head teacher will investigate and consider all issues raised in the original grievance and appeal. If, for any reason, a decision cannot be reached in 10 days, the employee shall be notified.

Step 5:

Within 10 days, the Head teacher will give the employee its decision in writing. If the decision-making process takes longer than 10 days, the employee will be notified. All decisions by the Head teacher in accordance with this procedure shall be final.

Resignation and Termination Procedures

Each employee is employed “at will”, and subject to the policies and procedures set forth herein, is subject to termination by the Head teacher at any time for any reason, including without limitation, failing to perform required duties, failure to provide quality performance, breach of operating rules and staff regulations, breaking a rule that may require immediate discharge (refer to Grounds for Immediate Discharge), or for other reasons that are not prohibited by state or federal law or regulations.

All employees will be counseled where there is a deficiency in performance. The Head teacher will be available to discuss an employee’s performance problems and assist the employee to solve such problems whenever possible (refer to Floent International School Grievance Procedure).

Should an employee be terminated, s/he will be informed of the reasons for dismissal and will have the opportunity to discuss the reasons with the Head teacher (refer to Floent International School Grievance Procedure). In addition, s/he will not be paid for any unused vacation leave, unless the Facility in its sole discretion determines to pay all or some portion of the unused vacation solely because the termination is related to a reduction in staff for economic reasons, an elimination of a position, a change in requirements for a position, or some other similar reason not related to employee’s performance or conduct.

If an employee resigns, a minimum notice of 30 days is expected. If an employee fails to give adequate notice, s/he will forfeit vacation leave that would otherwise be paid out.

The maximum number of accrued vacation hours that will be paid upon an employee’s voluntary separation is 100 hours.

Appendix A Floent International School’ organizational Chart

Appendix B: Position Descriptions

Head teacher Associate Head teacher Lead Teacher Assistant Teacher Floater Receptionist Cook

Appendix C: Application for Employment

Appendix D: Staff Development

Appendix E: Salary Schedule

Appendix F: Staff Health Questionnaire

Appendix G: Emergency Information on Staff Form

Appendix I: Holiday Schedule

Appendix K: Summary of Pennsylvania School Law for Group School

Appendix L: Documentation of Staff Orientation Form

Appendix M: Request for Leave Form

Appendix N: NAEYC Code of Ethical Conduct and Statement of Commitment



FLOENT INTERNATIONAL
Leaving A Lasting Legacy