



THE TRAINING CENTER



An Academic Enrichment Program Employee (Staff/Volunteer) Handbook 2014-2015

About This Handbook

The following pages contain information regarding many of the policies and procedures of The Training Center. This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of the Training Center Program Coordinator. The Coordinator reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

The Training Center values the many talents and abilities of its staff and volunteers. The Center seeks to foster an open, cooperative and dynamic environment where staff, volunteers and students alike can thrive. Staff and volunteers should also be familiar with the Training Center Student Handbook. If you would like further information or have questions about any of the policies and procedures outlined in any one of these handbooks, please feel free to bring them to the attention of the Program Coordinator.

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Welcome Statement

How exciting you have agreed to take this journey with us to invest in the lives of children living on the west side of Marion, Indiana. This journey will be fun, adventurous, will at times, but always with the focus of instilling dreams into elementary age students. There is a need in our community to partner with families and students with areas students need additional academic assistance. Thank you for taking time to invest in these students lives.

Mary Prows, Program Coordinator – The Training Center

Program Vision Statement

**To see children prosper mentally, socially, physically.
To provide a place where they prosper and find hope for a future.
The Training Center – a place where dreams begin.**

Program Mission Statement

Our mission is to partner with the city and local elementary schools to provide an after school program for children enrolled in grades k – 4th, living on the west side of Marion, in the area surrounding the Training Center. Committed to offering educational assistance that allows children the opportunity to excel in learning, academic achievement, and grow in character.

Goals & Objectives

Here are key goals that the Training Center wants to achieve this academic year:

- To provide a stable and safe environment.
- To possess cooperation, respect, and self-discipline.
- To maintain a positive attitude about their relationship to the world.
- To have a productive experience that enriches their lives forever.
- To build relationships with students and their families

The Program's daily objectives relate directly to the goals listed.

Goal: To provide a stable and safe environment.

Daily Objectives:

- Sign-In and Sign-Out policy strictly enforced.
- Code of Conduct for staff and students understood and expected.
- Supervision of children to supervisor ratios maintained. (5:1, many times additional adults to 5 or less students).
- Knowledge obtained by all about the posted daily schedule of activities.
- Discipline to be fair, consistent and performed with respect.

Goal: To possess cooperation, respect, and self-discipline.

Daily Objectives:

- Staff will be involved in teaching these principles in all activities.
- Homework Room, snack, games, arts & crafts, and other activities will be structured to emphasize cooperation.
- The way we speak to each other will show respect.
- We will guide the children to self-control and self-discipline through their understanding of the Code of Conduct.
- We encourage conflict resolution through words spoken not shouted and definitely without physical harm.

Goal: To maintain a positive attitude about their relationship to the world.

Weekly Objectives:

Each Friday there are character building sessions..

These sessions will incorporate the 40 developmental assets.

Goal: To have a productive experience that enriches their lives forever.

Daily Objectives:

Homework sessions will be emphasized and care taken in assisting the students with their assignments.

Outdoor/Gym time will be given—at least 15 minutes per day.

Opportunities provided to play games; make arts & crafts; listen to music and to do other activities.

Goal: To build relationships with students and their families

Objectives:

Family dinners will be held at least once every 2 months

Mentors will be assigned to families to form relationships; through the mentor additional assistance may be given the family

Offer information sessions for parents that can assist them in being more effect

Program Design

The Training Center daily schedule (September – April) will be as follows:

Mondays through Fridays with Friday indicated by (F)

| | | |
|--|--|--|
| 2:45 | Staff/Volunteers scheduled to arrive | |
| 2:55 - 3:10 | Students Arrive | |
| 3:10 - 3:25(F) or 3:25 | Snack Snack | Gym |
| 3:25 – 3:30 | Restroom | |
| 3:30- 3:50(F) or 3:30 - 4:15 | Character Building Homework Room | Individual Classroom |
| 3:50 - 4:10(F) or 4:15 - 4:30 | Recreation Recreation | Gym or outside (weather permitting) |
| 4:15 - 4:55(F) or 4:30 - 5:15 | Rotation Station Rotation Station | Station Location |
| 5:15 – 5:55 | Journals/Skills/Reading/Tutoring | Individual Classroom |
| 4:55 (F) 5:55 | Clean-up Clean-up | Classroom |
| 5:00 (F) 6:00 | Dismissal Dismissal | |

The Training Center modified daily schedule (May or days with reduced staffing) will be as follows:

| | | |
|--------------------|---|--|
| 2:45 | Staff/Volunteers scheduled to arrive | |
| 2:55 - 3:10 | Students Arrive | |
| 3:10 - 3:30 | Snack | Gym |
| 3:30 - 4:15 | Homework Room | Individual Team Classroom |
| 4:15 – 4:30 | Recreation | Gym or outside (weather permitting) |
| 4:30 - 4:55 | Rotation or activity assigned | Classroom |
| 4:55 | Clean-up | Classroom |
| 5:00 | Dismissal | |

Staff Code of Conduct

Reference checks will be conducted, documented and filed on all employees working with children.

A Criminal History Record check is required and will be done by Marion, IN Police Department. In order to protect The Training Center staff and program participants the children and staff must be within sight and/or sound of each other at all times. At no time may a staff person be alone with a child; the ratio must be at least 2:1. There must be at least one other person (adult or child) present.

Restroom supervision: Staff will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the facilities. Staff will stand in the hallway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff members are assisting younger children, doors to the restroom must remain open. A staff member will accompany children to restroom.

Staff and volunteers shall not abuse children including:

Physical abuse — strike, spank, shake, slap, push; restrict movement;

Verbal abuse — yell, humiliate, degrade, and threaten;

Sexual abuse — inappropriate touch or verbal exchange;

Mental abuse — shaming, withholding love, cruelty;

Neglect—withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and will be cause for immediate dismissal.

The Training Center staff will under no circumstances release children to anyone other than the authorized parent(s), guardian or individual authorized by parents either verbally (with exception) or in writing. Children will not be released to any person under the age of 18 years unless parents are on sight in a vehicle to assist taking child home.

Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.

Staff will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, and/or culture.

Child Abuse Prevention Plan

Mandatory Reporting Law IC31-33-5-1 of Indiana requires any individual who has reason to believe that a child is a victim of child abuse or neglect must make a report. In agencies in which there are established reporting protocols, the report may be made to the individual in charge or

another designated agent, who also becomes responsible to report or cause a report to be made. This does not relieve individuals who make a report to another staff person of their own obligation to report directly to child protection services or law enforcement unless a report has already been made by the agency liaison. Anonymous reports are accepted. Failure to make a report can be a Class B misdemeanor.

The program director/supervisor shall then immediately report such incidents of suspected abuse or neglect to the local Department of Social Services and allow Child Protective Services (CPS) authorities to determine the necessity of a child abuse investigation.

Address:

840 N. Miller Avenue
Marion, IN 46952

Region: 7

Regional Manager: Steven Cox

Local Office Director: Jeremy Soultz

Telephone Number: 765 668-4500

Fax Number: 765 668-4516

Office Hours: 8AM-4:30PM

Child Abuse and Neglect Hotline: 1 800 800-5556

Hotline Hours: 24 Hours

The Training Center wants to be diligent in the protection of all children from child abuse. A definition of child abuse is the mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional, or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.

We want to encourage self-discipline, positive reinforcement, and redirection techniques to bring about conflict resolution. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

The Training Center prohibits inappropriate touch or other means of sexually exploiting children. The Training Center is mandated by law, to report suspected child abuse. Here are the reporting abuse procedures that will be used by the staff of the Before/After Care Program:

At the first report or suspicion of child abuse, the staff or volunteer or whom it has been reported will immediately inform the program director.

The director will make a report to Child Protective Services and will request that the situation be investigated. A copy of the report will be held on file at the Training Center.

In the event the reported incident or suspicion involves an employed staff person or volunteer, the program director will suspend the person from all responsibilities until the investigation is complete.

All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with the program director.

The Training Center staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the program director.

All incidents or alleged offenses will be documented the day of occurrence.

Injury Prevention Plan

The staff is required to keep the environment safe for the students. Here are some key points regarding safety. Remember that when it comes to supervision, more is better. Be aware of the ratio to keep is one adult per 5 students for school age students. Make sure to inspect the following each and every day for possible safety hazards - playground equipment (see next section for detailed requirements), games, bathrooms, and classrooms. Also consider the answers to the following questions:

Are the classrooms clean, well maintained, and well lighted?

Is the equipment that the children are using in good condition and age appropriate?

It is your responsibility to keep the classrooms neat and as hazard free as possible. Set ground rules for the students as needed. The Training Center and New Life Community Church property needs to be regarded with the utmost respect and care. Please report any concerns to the Program Coordinator so the problem can be fixed.

Injured Student

If a student has an injury requiring more than our first aid skills allow, or the student has received an injury to the head of any kind, the child must go to see the Program Coordinator or designee.

The Program Coordinator (designee) will make an immediate attempt to contact the parents. If we are unable to reach the parent or any one of the designated emergency contacts, then the Program Coordinator will call the child's physician as indicated on the emergency care form.

If necessary, the Program Coordinator (designee) will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. The Program Coordinator will stay with the child at all times even during transport to the hospital. The parents will be told to meet the child at the hospital and given the cell phone number of the Program Coordinator that is accompanying their child to the hospital.

The Coach or volunteer (s) witnessing the injury will be required to fill out the Incident/Accident report form for the program records as well as obtaining the Program Coordinator/designee signature. The Program Coordinator will also obtain signature from the Parent signifying their notification of the incident/ accident.

Playground Safety Plan

The playground is where the potential for accidents are high and thus requires more diligence upon the staff to stay focused on the students. An actively involved supervisor knows what is going on with the students therefore; she/he can usually prevent accidents before they happen. Staff should be actively involved with the students during playground time. A staff person who is talking to another adult and/or sitting down cannot react quickly to an accident situation. Please stay focused for the student's sake. There should be at least two supervisors outside during a

scheduled playground time. ALL COACHES SHOULD BE ENGAGED WITH CHILDREN DURING RECREATION. Please separate and be on either side of the playground so to view the students from both sides. Keep a look out for suspicious people as well and report to the Program Coordinator any concerns immediately, via cell phone if necessary.

Here are some pointers regarding the playground equipment - Ask yourself the following questions every time you are scheduled for playground time –

- Is it safe?
- Is the equipment age appropriate for students using it?
- Are all edges on the equipment smooth?
- Is there peeling of paint anywhere?
- Are there any dangerous objects on the ground?
- Is the equipment securely mounted in the ground?
- Is the fence bordering the playground in good repair?

Report any problems immediately to the Program Coordinator and do not allow the students to use questionable equipment, ever.

Absent Students

One of the goals of the Training Center is for students to attend on a regular basis. Students out of attendance more than 1 week will receive a call from the Program Coordinator to encourage regular attendance and to try to determine the reason for absence.

Students Arriving Late

The Program Coordinator's expectation for the staff member monitoring when a student comes into the program is to:

- Make sure to greet and acknowledge the student
- Help the student put his/her personal items away if needed
- Assist the student's involvement in the current activity
- Make sure the student is checked into the program and recorded on the sign-in sheet with time of arrival.

There may be some instances when a staff member is unable to do the above steps. For example, if the staff member is in the middle of large group/circle time. If this is the case the staff member should greet/acknowledge the student and ask him/her to join the group.

Late Pick Up

If the program has not heard from the parents of a student still at the Training Center 15 minutes after the dismissal and we cannot reach the parents by phone, we will call their emergency numbers and one of those contacts will be asked to come to get the student. If neither the parent nor the emergency contact has been reached and an hour has passed since dismissal time, the police will be contacted to see if there has been an accident and/or ask for assistance to drive by your home to see if there is a problem. If no problems are found, then Child Protective Services could be notified.

Tracking of Students' Whereabouts

These are the procedures staff and volunteers will follow to identify where attending children are at all times.

Bathroom Use

Student lets the supervisor know of his/her needs. Supervisor allows him/her to use the bathroom in the restroom behind the gym as long as a supervisor goes with them to check out the bathroom first and then stands in the hallway to give the student some privacy. Staff is to check on a student that has not returned from the restroom after five minutes. It might be best to make bathroom checks as a group when making transitions between activities to avoid disruption of those activities. If the bathroom break is during an activity, call upon other staff members to assist you with the bathroom duties.

Playground Use

Two supervisors at the minimum will be out on the playground for supervision purposes when students are scheduled for playground time. These supervisors are to be actively monitoring and involved in the student's activity. Keep talking to a minimum with the other supervisors. Remember that this is a vulnerable time for the children to wander away without the adults noticing. We need to protect these children diligently.

Early Pickup While on the Playground

If a parent or guardian comes to pick up a student during playground time, then the student will be requested to come into the building to follow normal check-out procedure. Parents will be instructed that there are no exceptions to this rule. The supervisor needs to verify who is picking up the child by asking for a valid picture ID or must know the person before the child can be release to him/her. The Program Coordinator or designee will have access to the pickup authorizations for the students in their care. If the name is not on the list, the supervisor will not release the student to the person. Instruct the person to see the Program Coordinator promptly if there is a concern. The Program Coordinator or supervisor can call the parents for verbal authorization for pickup.

Transition Times

Transition time between activities is another vulnerable time for children to wander. Please make sure to line up the students at the door of the classroom or at the area where the activity has just been completed. Make sure to do a head count.

Released to Another Program

Students involved in extra-curricular activities such as basketball must have a note from their parents noting who has permission to sign out their child and specifically for what days and times this will be allowed. The adult in charge must provide picture ID until all supervisors are aware of his/her identity and knows the students that are allowed to be picked up by this person. The authorized person must sign out time and provide their signature on the sign out sheet for each student released to him/her.

Missing Student

A child napping normally occurs when there is a divorce or separation occurring in a family. Typically, a non-custodial parent is denied access to the child by the court or the custodial parent

refuses to comply with a court order to allow access to the child. The following procedures may be applied in the event a child napping or a kidnapping by an adult other than the child's non-custodial parent.

Staff should teach your students what to do if approached by a stranger. Common ruses are offering a ride, gifts, or candy, asking the child to help them look for a lost dog or cat, or claiming that the child's parent has asked them to bring the child home because of an emergency.

The Training Center is charged to keep all students safe and secure while at the program. Here are the procedures to follow if a student goes missing.

Make all efforts to locate the child in the area you are assigned at the time. Check the sign in sheet to verify the child has been signed into the program and at what time. Do not spend more than five minutes maximum looking for the child. Inform the Program Coordinator of the situation, she will have staff check the Classrooms, Restrooms, Gym and Parking Lot (if applicable).

Immediately announce, "Child Missing <Name of Child> and repeat. This should make all supervisors gather the students together in the Gym for roll call. Each supervisor will be assign to sweep the area they are present in and give report back to Program Director on status. All Supervisors will have access to a cell phone or other phone to report the information to the Program Director if needed.

If the child is not found then:

Program Coordinator calls parents immediately upon not locating the child.

Program Coordinator calls 911 – need to file a missing child report.

Photo will be provided to police.

If the Program Coordinator is absent then the designated substitute takes the role of Program Coordinator in implementing these procedures.

Medication Administration – (by exception)

Parents are asked to administer all prescription medications. However, The Program Coordinator is in charge of all medication administration at The Training Center. No one else on staff is allowed to medicate the students. If the Program Coordinator is not available on a certain day due to certain unforeseen circumstances, a designated supervisor with the proper medication administration training will take on that responsibility to administer medications as needed.

If a child requires medication while at the Training Center, the Program Coordinator must have a signed, "*Written Medication Consent*", Form on file. The medication must be prescribed by a doctor, it must be in the original bottle with the child's name on it, expiration date has not passed, and it cannot be an over-the-counter drug unless it has been prescribed by the doctor. We must have a completed written medication consent form stating the use of this over-the-counter drug. All medication will be kept in a locked box in a locked First Aid cabinet.

Authorization is good for ten days only and then must be filled out again. (The only exception to this is long-term medications for such things as asthma, ADHD, etc.) The parent/guardian is responsible for transporting medication to the program so that the child is not responsible for bringing the medication to the program. Unused medication must be picked up by the parent. Medication given on a daily basis throughout the school year will be discarded if not picked up by the parent at the end of the school year.

All medication must be given to the Program Coordinator. Students are not permitted to keep medication with them.

The Program Coordinator will keep a daily log of medication received by students. There is a Medication Log Form to use for this purpose. This form tracks:

- who gets medication;
- what medication was administered and the amount given;
- date and time medication is administered;
- any adverse reactions will be noted;
- any errors will be noted;
- full signature of Program Director on every line of the log must be present.

Any adverse reactions and/or errors must to be reported to the parents. Based on the severity of the reaction or error, report will be immediate or at end of day through a note to the parents.

OSHA Guidelines

“The following are called universal precautions and should be used by all school and volunteer personnel when handling blood or any bodily fluids. (Reprinted from guidelines issued by the Department of Health).

Those involved in cleaning surfaces contaminated with blood or bodily fluids (vomit, urine), or rendering first aid to bleeding children should wear disposable gloves (available in the office) and avoid exposure of open skin lesions and mucous membranes to blood.

Surfaces contaminated with blood or bodily fluids should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels or tissues.

Hands must be washed after gloves are removed.

If advertent contamination of the skin with blood or bodily fluids were to occur, all that is required is thorough washing of the contaminated area with soap and water.

Additional guidelines are as follows:

Parents, please instruct your child to wash his/her hands frequently, especially after using the rest room and before eating.

All cuts should be covered with a Band-Aid.

Any student whose clothing has been exposed to bodily secretions (i.e. blood, urine, vomit) must change his or her clothes immediately. This may necessitate a call to the parent unless a change of clothing is available for the student. We have a legal responsibility to notify the parent and have the student removed from the program if a change of clothing is not available.

Sick Student

The **health and safety** of all students are a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children.

If a student becomes ill in our program, take the child immediately to the Program Coordinator. The Program Coordinator will call the parent to make arrangements to pick up their child **IMMEDIATELY**

(within an hour). Sick children cannot be with well children. A sick child sent home with a fever, they may not return until they have been without a fever for 24-hours. This means if we send the child home on Tuesday, s/he may not return until Thursday.

Student not attending school because of illness will not be admitted to the Training Center.

This is the guideline given to a parent to keep a sick child home. If the child has:

- had a fever in the previous 24-hour period
- a cold with heavy nasal discharge and/or a constant cough
- Reoccurring vomiting or diarrhea (2X or more)
- Temperature of 101 degrees
- Symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever)

The Program Coordinator will review the authorization to pick up a child that is addressed on the Emergency Care Form. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings, unless the sibling is eighteen or older and is listed on the enrollment form. The Program Director will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone that the Program Coordinator or designee (if Program Director not available) does not know.

A Fatality

In the event of a fatality, notify the police, and Program Coordinator. A responsible adult should remain at the scene. The Program Coordinator will notify the parents or guardians immediately. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions. Do not share information about the accident with anyone but the police, the Program Coordinator, and legal counsel.

Natural & Man Made Disaster Response Plan

A separate document provides the SAFE SCHOOL PLAN. The SAFE SCHOOL PLAN provides the detail "how to" response to these situations. Situations that are covered in the separate handbook include: Fire; power blackout; Water/Sewer Main Problem/Outage; Flooding; Tornado; Hurricane; Severe Thunderstorms; Bomb Threat; and Hazardous Chemical Spill.

General Crisis Management Tips

- Set the tone for the crisis...BE CALM!
- Know the plan of action.
- Know where your students are at all times.
- Always take the Program Binder & Sign-in sheets with you during a fire drill and building evacuation.
- Know your environment and be aware of warning signs that indicate that all may not be well.

In case of mandatory evacuation:

- Each supervisor should know where the sign-out sheet is located for parents who would like to sign out their child(ren) early.

A bull horn may be used for crowd control during and after the evacuation of the building. Students should take their bookbags (if possible) when they exit the building. They may be useful for sitting while waiting to reenter the building.

The Program Binder includes the student emergency forms, Staff/Volunteer phone tree, staff cell phone, Student/Parent Handbook, Employee Handbooks), OSHA bags, first aid kits and medications (pulled from the First Aid cabinet), and emergency snacks, and walkie-talkies turned to (to be purchased and determined channel). There is a bin located in the resource room to place all these items in when we evacuate. Use the wheeled cart located in the paint room to roll the emergency evacuation items to the evacuation site, The River located on West 9th St.

In the event of a bomb threat **DO NOT** use cellular phones.

Emergency Evacuation Procedures

If emergency evacuation procedures are to be activated, then the air horn will be used to do three short blasts. This is the international signal for an emergency situation. All supervisors are to line up their students. Do a head count and have children lock wrists together to form a continuous chain. Supervisors should lead the children out to the designated location. The Program Coordinator or another adult should follow up on the end. Follow the evacuation routes listed in the Fire Drill procession. The Program Coordinator of the designated will bring the program binder/sign-in sheets with them to the designated location. Head count should be done again upon reaching the designated location. The Program Coordinator or designated supervisor will call the appropriate emergency services. The Program Coordinator or designated supervisor will assess that all are out of the buildings by calling all supervisors to report head counts.

Upon everyone being accounted for, the next step is to walk to Fire Station #2. Once all students have arrived at the fire station– head count will be done once more. Parents will be informed of the evacuation procedures and make arrangements for their child/ren to be picked up. Children not picked up after a reasonable amount time given the circumstances of the emergency will cause the supervisor to call other emergency contacts for pickup.

The route to the fire station from the Training Center:

Exit the Training Center to Norton Avenue.
Turn left(north) on Norton Avenue and proceed to 10th Street.
Turn left on to 10th Street. Proceed to Fire Station #2.
Enter through the side doors on Miller Ave.

General Policies and Procedures

General Standards of Conduct

The Training Center expects that all staff and volunteers (employee) to conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to the Program Coordinator.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or The

Training Center work environment, you should discuss such behavior or actions with the Program Coordinator.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by the Training Center and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Training Center employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with the Training Center disciplinary policy.

Personnel File

The Training Center keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Program Coordinator. They will not be copied or be removed from the file cabinet unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Program Coordinator during normal business hours. No employee may alter or remove any document in his or her personnel file.

Orientation

New staff and volunteers will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of the Program Coordinator. The signed copy of the “Acknowledgement & Receipt of Understanding” will be placed in the employee's personnel file.

There is a checklist of information one needs to have completed by the first week of employment (volunteering.) This checklist will be used as the structure of the new employee orientation.

Reporting Changes

You are responsible for promptly notifying the Program Coordinator of any change in your name, address, telephone number, marital status, and citizenship, or emergency contact information. Accurate and correct information is vital for insurance records and other personnel files. Each employee is required to notify the Program Coordinator, in advance when possible, of the dates of all leave time to be taken. An email is also acceptable as documentation for days taken as leave. Additionally, staff and volunteers are to inform the Program Coordinator of sick day's taken and respond to excessive lateness in arriving at work.

Hours of Operations

The Training Center standard work week for staff and volunteers is Monday through Friday. Schedules may vary based on the school's needs. Staff and volunteer should refrain from deviating from the committed hours of work, unless the Program Coordinator or designee is aware of the request.

The school year hours are 2:45 PM to 6:00 PM., Mondays through Thursday, 2:45 PM to 5:00PM on Fridays. Students are accepted into the Training Center at 3:00 PM and taken to the gym for snack by 3:10 PM.

The low staff day hours are 2:45 PM to 5:00PM on Mondays through Thursday. Students are accepted into the Training Center at 3:00 PM and taken to the gym for snack by 3:10 PM.

Summer hours are 8:00 AM to 1:00 PM on Tuesday, Wednesday, Thursday. Starting two weeks after Marion Community Schools completes their school year.

Time Keeping

Staff and volunteers are required to use the check in sheets located in the Training Center Office. Staff and volunteers should refrain from signing another staff member or volunteer into the Training Center. IWU work study student time sheets are located under the daily sign in sheet. Authorization for sign-in or sign-out for an employee only comes from the Program Coordinator.

Payroll

Currently the Training Center does not have any paid employees. The Training Center does use paid tutors for Indiana Wesleyan from the work study program. IWU will take care of all payroll. Timesheets should be completed daily. Angel Wilson, IWU Financial Aid is our contact.

Performance Reviews

Training Center staff and volunteers may be subject to a performance appraisal at least once a school year. The Program Coordinator will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the program. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

All performance reviews and responses will become part of an employee's personnel file.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of the Training Center. If you are consistently late or excessively absent, the program's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under the program's sick policy, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to notify the Program Coordinator as soon as possible, preferably in advance of lateness and no later than 15 minutes after the start of the workday. If you are to be absent for several days, please notify the Program Coordinator in advance.

A staff or volunteer who repeatedly fails to provide notice as required may be subject to release.

Availability for Work

Staff and volunteers should plan to be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you should notify the Program Coordinator **at least two weeks** prior to the change when possible.

Meetings

Staff may be required to attend team meetings.

Drugs and Alcohol

The Training Center will not tolerate the use or possession of alcohol or illegal drugs on the job or on church property.

Employees using or possessing alcohol or illegal drugs on church property or while at the Training Center or who report to work under the influence of alcohol or illegal drugs will be discharged immediately and the appropriate authorities will be notified.

Violence & Weapons

The Training Center takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all employees, whether on or off Training Center property.

Any use or possession of weapons, whether illegal or not, is prohibited on church campus property, or while on Training Center business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Smoking

Smoking is not allowed at The Training Center as well as on the New Life Community Church campus. Smoking is not allowed around the children.

Food and Beverages

The Training Center sometimes has visitors. The program's surroundings should always reflect a professional appearance. The gym is the designated area to eat. All employees are personally responsible for keeping the outside playground, kitchen, classrooms and gym areas clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Visitors

Only authorized visitors are permitted at the Training Center. This is to protect the center from theft or frivolous lawsuits. Visits from friends and family should be kept to a minimum and should not exceed fifteen (15) minutes. Employees are responsible for the conduct of their guests.

All visitors must enter through the Training Center Office during office hours and receive a badge. Staff should not allow a student to grant access to anyone to the building. Staff should be diligent in identifying all people that enter the school buildings. Any employee that notices an unauthorized visitor should notify the Coordinator immediately.

Workplace Attire

The Training Center has a casual and comfortable dress environment. However, employees are expected to use good judgment and taste and to show courtesy to their coworkers and associates by dressing in a fashion that is presentable and appropriate. No halter tops, thin strapped shirts/tops, tank tops, miniskirts, short shorts, cut offs, running shorts, flip flops, etc. allowed. Please be modest in your choice of attire.

Staff or volunteers who arrive inappropriately dressed may be asked to return home and change before returning to the Training Center

Staff and volunteers are to dress in appropriate attire for meetings with parents.

Cellphone/Electronic Usage

Training Center staff should only use their cellphone in the event of an emergency. Staff should not be texting/emailing/making calls during work hours. The exception is making prior arrangement with Program Coordinator/designee. Staff failing to follow this policy will receive a warning. Continued violation could result in loss of job.

Telephone Use

Personal telephone calls should be kept to a minimum and personal toll calls should not be made at the school's expense. The Training Center's phone should be use only if absolutely necessary and as a last resort.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Training Center and as such are intended for job-related purposes. Personal use is not allowed. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under the center's policies, including those considered as harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Program Coordinator. The Training Center reserves the right to monitor any electronic, telephone, or other communications made using The Training Center's systems or property.

Use of School Property

All school classrooms, including file cabinets and lockers are the property of The Training Center and must be available to Training Center administration at times requested. The use of personal locks on any Training Center property is strictly forbidden. No school property may be used to house personal files or items. No school equipment, including computers, photocopiers may be used for personal business, unless prior approval is received by the Program Coordinator.

Postage, Shipping and Office Supplies

Office supplies paid for by the center are for business purposes only and are not to be used for an employee's personal purposes.

Personal Property

The Training Center does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to The Training Center. The Training Center is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify the Program Coordinator if they believe there is a safety issue that should be addressed.

Office Security

Only designated staff or volunteers of the Training Center will have a building key and alarm code. The last volunteer to leave the buildings at the end of the day is responsible for making certain that all doors and windows are locked including those in the gymnasium if it is not in use.

Volunteer will check to see that doors to the main office, the computer and the reading lab are locked. In addition, to checking restrooms to see if toilets have been appropriately flushed and paper properly put in trash can. Classrooms will be checked to see if they are tidy, and ready for next day. Volunteer will confirm all Training Center staff, volunteers and students have left the building prior to locking the building and turning on the alarm for New Life Community Church.

Monitoring & Searches

All Training Center property is subject to monitoring and review at all times. This includes desks and lockers. Training Center computers and email files will be monitored. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

The Training Center retains the right to conduct searches at any time. This includes the right to search Training Center computers or files, even if protected by a password. Any staff or volunteer that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action.

Confidential Information

The Training Center requires that staff and volunteer do not disclose information held to be confidential by The Training Center. Any questions about this policy should be addressed to the Program Coordinator.

Annual Training Requirements

The Training Center encourages its staff and volunteers to further their education. The cost of certification in CPR/First Aid may be provided every other year. At the beginning of each academic year, there will be an orientation training session provided to all staff and volunteers. To be determined, once schedule volunteers will be notified.

Accidents or Injuries

The Training Center requires that all staff and volunteers report job-related accidents or injuries to the Program Coordinator immediately, whether the accident occurred on or off church premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

Disciplinary Policies

Problem Resolution

The Training Center seeks to deal openly and directly with its staff and volunteers and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach the Program Coordinator, who will work with the employees to determine a resolution. In these instances, the decision of the Program Coordinator is final.

Employees that have a problem with the Program Coordinator should first go to the Program Coordinator and state the problem. If a resolution cannot be agreed upon, the staff or volunteer should present his or her problem, in writing, to the Training Center Board of Directors. The decision of the TC Board will be final.

Discipline

The Training Center's policy is to attempt to deal constructively with staff and volunteer's performance problems and employee errors. The disciplinary process will be determined Training Center in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the staff or volunteer's past conduct and length of service, and the nature of the staff or volunteer's previous performance or incidents. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against a staff or volunteer in response to a rule infraction or a violation of program policies. Corrective action will continue until the violation or infraction is corrected. Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

The Training Center considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, child abuse or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Program Coordinator. If, after reviewing the corrective action, the Training Center Board of Directors determines that the Program Coordinator followed procedures accordingly, the corrective action will stand. If the Program Coordinator has failed to follow the Training Center policy, the action may be reversed. The decision of Board of Directors is final.

Appendix**Exhibit A****Acknowledgement of Receipt and Understanding**

I hereby certify that I have read and fully understand the contents of this Employee (Staff and Volunteer) Handbook – Academic Year 2014-15. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with the Program Director. I agree to abide by the policies set forth in this handbook and understand that compliance with the Training Center rules and regulation is necessary for my continued working with the Training Center either as an employee or volunteer. My signature below certifies my knowledge, acceptance and adherence to the program's policies, rules and regulations.

I acknowledge the Training Center reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between The Training Center and its staff or volunteers.

Signature _____ Date _____