



CALVARY ORLANDO CHRISTIAN ACADEMY

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FACULTY HANDBOOK

2023-2024

CALVARY ORLANDO CHRISTIAN ACADEMY

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Mission and Vision

Our lower school program builds a solid foundation of a biblical worldview to inspire, educate and bring excellence to the glory of God. Calvary Orlando Christian Academy students are inspired by Calvary Orlando Christian Academy and challenged academically with a biblical perspective curriculum.

Kindergarten – 5 th grade students experience academic opportunities that develop the whole student. Teachers provide daily instruction in phonics, reading, writing, spelling, grammar, mathematics, science, social studies, and Bible with use of classroom technology to enhance their instruction. Individual and group projects encourage problem solving, critical thinking, and a love of learning.

Middle School 6th-8th grade students participate weekly in music, art, Spanish, physical education, and technology classes. Teachers provide daily instruction reading, writing, spelling, grammar, mathematics, science, social studies, and Bible along with the use of classroom technology to enhance their instruction

Calvary Orlando Christian Academy offers students a Hybrid Program for the academic year 2023-2024. This is a three day program presented in class with two days of follow up assignments review. Students will be guided by a professional instructor within the subject areas. Online educational streaming will be provided with a biblical perspective. Parents will need to abide by specific requirements of the program and be accountable with the school. All prospective students must provide a copy of original transcripts from their previous institution and follow all school expectations and procedures.

AGREE:

An annual standardized testing protocol is provided and indicates that Calvary Orlando Christian Academy students are performing well compared to their peers nationally.

Academics:

Our curriculum meets or exceeds local, state and national standards. Each year we evaluate segments of our curriculum to ensure that we are offering the best courses available for subjects at each grade level. We utilize a variety of curricula, capitalizing on the strengths of each with a focus on student success.

- Emphasis on reading, writing and math in lower school
- Christian academic standards – no Common Core requirement
- Annual nationally-normed achievement testing- WRAT 5
- Strong emphasis on writing in Elementary and Middle School
- Physical education, art, music, foreign language, and additional enrichment classes
- Technology integration in all areas
- Bible is a core subject at every grade level
- Biblical worldview in all courses
- Participation in weekly chapel

Enrollment Process:

- Copy of most recent report card. If entering 10th grade or higher, a copy of the transcript is required.
- Copy of latest standardized testing (eg. iReady, FSA, TerraNova, PSAT, SAT, etc)
- If applicable, provide a copy of the most recent IEP, 504 plan, and psycho-educational evaluations. If the student does not have any additional testing, we may request that you provide a completed evaluation to help us make the most informed decision.
- Discipline Records. If there is no discipline record, please have the current Administrator indicate this information in writing.
- References must come from an English and or Math Teacher, Administrator, Coach, and or Pastor. You must provide their email address on the online application. The reference request will automatically be sent to their email (Middle School only)
- Education Planner Survey
- Copy of Scholarship Award Letter (if applicable)
- Copy of Birth Certificate
- Copy of State of Florida Immunization Form (DH680) or Religious Exemption Form
- Copy of School Entry Health Exam Form DH3040

**** Steps for Enrollment Process:**

1. Complete Application
2. Required Documents
3. Complete Entrance Exam
4. Shadow Day
5. Family Interview
6. Admissions Acceptance Letter

Statement of Faith**God**

We believe in one God who is the Creator of all things from nothing by speaking them into being, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, 37, 38)

Jesus Christ

We believe in the Lord Jesus Christ, the eternal Son of God, by whom all things were made. We believe that Jesus became fully man by the miracle of the virgin birth without ceasing to be fully God, in order to reveal God to man and to redeem man for God. We believe that Jesus the Lamb of God died for our sins as a substitutionary sacrifice and rose bodily from the dead as conqueror over death.

We believe that Jesus is now exalted at the right hand of God, that He is the Head of the Church and the Lord of the individual believer, that He is ministering as our Great High Priest, and that we are awaiting His bodily return. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, 7:25, 9:12, John 2:11, 11:25, Acts 1:11, Revelation 19:11-16)

Holy Spirit

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and that He convicts the world of sin, regenerates the believing sinner, and baptizes believers into the Body of Christ.

We believe in the continuing ministry of the Holy Spirit in the life of the believing Christian who is enabled to live a Godly life according to their holy calling. (Ephesians 5: 18, 4:1, 30, 1 Corinthians 3:16, 6:19, 20)

The Scriptures

We believe the Bible is the verbally inspired Word of God and is inerrant and infallible in its original writings. We believe it is the only and final authority for faith and conduct. (2 Timothy 3:16, 2 Peter 1:21)

Sin

We believe that man was created to be the image of God, but that he sinned, incurring not only physical death but also spiritual death, which is separation from God inherited by every member of the human race. (Romans 5:12-21)

Salvation

We believe that salvation is the free gift of God (neither merited nor secured in part or in whole by any virtue or work of man) to be received only by personal faith in the Lord Jesus Christ. In Him all true believers have the gift of eternal life, are clothed in perfect righteousness, and have been adopted into the family of God. As such, God's children have been delivered from all condemnation, have received every spiritual resource needed for life and godliness and can rest in the divine guarantee that they shall never perish. (John 3:16-19, 5: 24, Romans 3:19, Ephesians 2: 8-19, Titus 3: 5, 6)

The Church

We believe that the true Church is composed of all who have been regenerated by the Holy Spirit and, thereby, constitutes a spiritual unity of believers, the Body of Christ. (Romans 8:9, 1 Corinthians 12: 12-13, Galatians 3: 26-28)

Resurrection

We believe in the resurrection of both the saved and the lost: those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5: 28, 29)

This manual offers employees general guidelines about the employment practices at the Calvary Orlando Christian Academy --Orlando Florida While every attempt is made to keep this manual up to date, all policies and practices are subject to periodic review and modification. This manual is to be considered informational only. Policies set forth in this handbook do not create a contract nor are they to be construed to constitute contractual obligation of any kind or a contract of employment between Calvary Orlando Christian Academy and any of its employees. If you have any questions about specific practices or policies, please contact either the Leadership Team or Owners.

CONFIDENTIALITY

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality in regards to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need to know information is strictly prohibited. You must avoid participating in the discussion and spread of gossip.

Communication

The Teacher and Parent Relationship

The Teacher/Parent relationship is a critical key element that contributes to parental satisfaction with our school. An intentional focus on the teacher's communication and actions with regards to currently enrolled families as well as potential families will continue to promote a high quality preschool experience.

These actions can include:

- Daily communication via the Tadpoles application
- Greeting each child and their parent
- Promote student success to parents
- Follow through with questions asked in the event you are unsure of the answer
- Formal or informal Teacher/Parent Conferences
- Inform the Leadership Team and parents of any unusual discipline concerns

On occasion, we need to present unpleasant news to parents about their children. If we have built a foundation of trust through positive communications, these communications of a less pleasant nature will be less stressful for parents and teachers alike.

Peers and Colleagues

As professional educators it is our role and responsibility to present ourselves in a manner that adheres to the core values, mission and vision of Calvary Orlando Christian Academy -- Orlando Florida. This expectation is measured by the commitment by ALL employees to work together in harmony with respect and as a team. Additionally, this expectation is measured by a spirit of willingness to help and assist when and where needed with the same enthusiasm as your own classroom or job responsibility.

As our primary focus is to establish and maintain a quality environment where children and families can experience a safe, calm, nurturing experience, personal conflicts must be managed outside of the school environment.

Electronic Communication

All use of electronic forms of communication outside of Calvary Orlando Christian Academy -- Orlando Florida issued devices is strictly prohibited during scheduled work hours (except: personal laptops,) This includes personal cell phones, smart watches, Fitbit, Tablets provided in the classrooms are property of Calvary Orlando Christian Academy - Orlando Florida. These devices are not permitted to leave school property for personal use away from school. **And these devices must never be used for personal use.**

While classrooms are equipped with tablets for communication with parents, lesson planning, assessments of children, and capturing pictures of children, accessing outside websites not authorized by Calvary Orlando Christian Academy - Orlando Florida are strictly prohibited. Any violation of this policy may result in disciplinary actions including but not limited to immediate separation of employment.

Conflict Resolution

Calvary Orlando Christian Academy -- Orlando Florida is committed to providing the best possible working conditions for its employees. Part of this commitment is to encourage and foster an atmosphere where problems, complaints, suggestions, or questions can be shared and heard with respect in a safe environment.

Calvary Orlando Christian Academy -- Orlando Florida strives to ensure fair and honest treatment of all employees. If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. At no time will an employee be penalized, formally or informally, for voicing a complaint with Calvary Orlando Christian Academy -- Orlando Florida in a reasonable Christ-Center approach, or for using the problem resolution procedure. If a situation occurs where employees believe that a condition of employment or decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step 1- The employee should present the problem to the Leadership Team after the incident occurs. If the Leadership Team is unavailable or the employee believes it would be inappropriate to contact the Leadership Team, the employee may present the problem to the Owners.

Step 2-The Leadership Team responds during the discussion or after consulting with the appropriate party or parties concerned, when necessary.

Step 3-The employee may present the problem to Owners if the problem is unresolved. Upon review and consideration, the Owners will inform the employee of the final decision. The Owners have full authority to make any adjustments deemed appropriate to resolve any problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other.

Employee Relations

New Employees

Nature of Employment -- Employment with Calvary Orlando Christian Academy -- Orlando Florida is at will. It is voluntarily entered into and the employee is free to resign at will at any time, with or without cause. Similarly, Calvary Orlando Christian Academy may terminate the employment relationship at will at any time, with or without notice.

Equal Employment Opportunity - It is Calvary Orlando Christian Academy -- Orlando Florida intent to provide Equal Opportunity for all persons in employment. It is the policy of Calvary Orlando Christian Academy -- Orlando Florida that all qualified applicants for employment will be recruited, hired and assigned on the basis of merit without regard to race, creed, color, sex, sexual orientation, age, national origin, religion, disability or veteran status. The employment policies and practices of Calvary Orlando Christian Academy -- Orlando Florida will continue, to ensure that all qualified employees are treated equally without discrimination in compensation, opportunities for advancement (including promotions and transfer), training and discipline based on race, creed, color, sex, sexual orientation, age, national origin, religion, disability or veteran status.

Calvary Orlando Christian Academy -- Orlando Florida will not condone, permit nor tolerate discrimination as described above against employees in any manner whatsoever. Persons who engage in such discrimination will be subject to appropriate discipline up to and including separation of employment.

Employees who believe they have been subject to discrimination should immediately bring it to the attention of the Leadership Team or Owners. Similarly, if you have a question as to whether certain conduct is unlawful discrimination, you are encouraged to speak with either the Leadership Team or Owners. The Leadership Team is required to notify the Owners immediately upon receiving a complaint about discrimination or when made aware of conduct constituting discrimination.

All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures. In all cases, the person who initiated this procedure will be informed of the findings and disposition of the matter at the conclusion of the investigation. Further, management will ensure that there is no coercion, retaliation, intimidation, or harassment directed against any employee who registers a complaint or serves as a witness on behalf of another employee. The prohibitions against unlawful discrimination also may apply to non-employees with whom our employees come into contact in connection with their employment with us. Consequently, if you feel discriminated against by a non-employee in connection with your employment, you should use the procedure outlined above.

Orientation

At Calvary Orlando Christian Academy-- Orlando Florida, we believe that your on-boarding process should be a priority to equip you with the initial skills needed to be successful in your position. Orientation is an on-going process during your first 90 days of employment. We work diligently to ensure your first week of employment is intentional with numerous resources provided necessary to perform your job duties. These tools for success will include manuals, curriculum training, in-classroom observation and a mentorship program. In addition, you will be provided with on-going training through staff meetings and professional development in an effort to increase your performance (with a Christ-centered approach)

Compliance

In an effort to maintain compliance with all state and local licensing agencies, accreditation organizations and Calvary Orlando Christian Academy Quality Assurance guidelines, the following expectations may meet or exceed the standards set forth by outside organizations.

- The Florida Department of Children and Families 45 clock hour training must be completed within 90 days of employment. All testing must be completed and passed within this time period.
- All employees must obtain First Aid and Child/Adult CPR certification. These certifications are required to be completed in a live classroom experience.
- Background screenings are required by (VECHS)
- Calvary Orlando Christian Academy -- Orlando Florida relies upon the accuracy of information contained in the employment application as well as the accuracy of the other data presented throughout the hiring process and development. Any misrepresentation, falsifications or material omissions in any of this information or data may result in Calvary Orlando Christian Academy - Orlando Florida exclusion of the individual from further consideration for employment or, if the person has been hired, separation of employment.
- Employment reference checks are conducted to ensure that individuals who join Calvary Orlando Christian Academy - Orlando Florida are well qualified and have strong potential to be productive and successful. This involves previous places of employment for the purpose of verifying position held and length of employment.

- Employee Status/Definition

- New employee - those within first probationary 90 days of service or who have not provided their 45 hour training certificate.
- Established employee - those who have completed their 45 Hours of training certificate as well as probationary requirements and at least 90 days of service
- Full-time employees - those who average greater than or equal to 30 hours per week over a 12 week period.
- Part-time employees -- those who average less than 30 scheduled hours per week over a 12 week period
- Hourly employees - those who get paid based on an hourly rate
- Salaried employees -- those who get paid at a yearly rate

Work schedules may vary from time to time. It is critical to the continuity in our classrooms that schedules remain as consistent as possible.

Personal Appearance Dress

Grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Calvary Orlando Christian Academy -- Orlando Florida presents to the community. As a member of the staff of Calvary Orlando Christian Academy, Orlando Florida you are to conduct yourself in a professional manner at all times. In order to ensure the consistent professional look among the faculty the dress code below is required:

- Tops: Each teacher will be provided with 2 Calvary Orlando Christian Academy polo tops
- Bottoms: Black or Khaki pants, capris, skirts or shorts to the knee are acceptable. All bottoms must contain 2 of the 3 items to be acceptable. This includes a button, zipper or pocket. (cargo pants, leggings (even if the previous items are present), (short shorts, or denim material are not permitted)
- Shoes: Closed toe, closed heel, rubber sole shoes only.
- Accessories: Tasteful, conservative jewelry and hair accessories are permitted and must be in good taste with attention to the safety of the children and/or staff member
- Hair Color: Hair may be dyed a natural looking color
- Body Piercings: All body piercings must be covered or removed

The following articles of clothing are not to be worn by any faculty at Calvary Orlando Christian Academy -- Orlando Florida employees:

- Sweat pants and/or sweatshirts
- Tank tops
- Worn out sneakers
- Any article of clothing or outfit that is either suggestive or offensive
- Heavy perfume/cologne

Lesson Planning

Lesson plans are a guide to your instruction in the classroom. Teachers are provided with opportunities to lesson during rest time, enrichment time and other times. Lesson plans will be submitted to management by the designated day each week prior to instruction. Lesson plans are created with a focus on developmentally appropriate practices and allow for observations of the children to ensure benchmarks and goals are met.

Plans will be reviewed weekly by a member of management thus allowing approved lesson plans to be posted to parents via GradeLink Management System each Friday.

Assessments

Calvary Orlando Christian Academy-- Orlando Florida partners with families to identify each child's strengths, interests, and needs. This allows for various types of assessment tools to be used to provide written documentation to the families we serve. Assessments help teaching teams understand the learning of specific children or the group of children. Ongoing assessments of children will focus on strengths, interests, and needs in all domains- social-emotional, language, physical, cognitive, literacy, mathematics, science/technology, social studies, and the arts. Formal and informal assessment methods are used and may include the following:

- ❖ Written observations
- ❖ Work samples
- ❖ Screening and Evaluation reports
- ❖ All Curriculum Continuum-

Following formal assessments twice a year, parents will be provided the opportunity to participate in a parent/teacher conference where progress, portfolios, and goal setting will be shared.

Personal Data Change

It is the responsibility of each employee to promptly notify the Leadership Team at Calvary Orlando Christian Academy -- Orlando Florida of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times.

Withdrawn Children

In the event you receive notification for a family's decision to withdraw, it is your responsibility to share this information with the Leadership Team or Owners as quickly as possible. While parents make the decision to withdraw due to moving, a change in the family status, work related schedule changes, and financial difficulties, sometimes other concerns arise and parents leave because of unaddressed issues. As we work diligently to support the entire family, it is our responsibility to address any issues or concerns a family might have regarding the quality of care they believe their family is provided. (Parents will need to provide at least two weeks notice ahead for administration at the school)

Personal Conduct

To ensure orderly operations and provide the best work environment, Calvary Orlando Christian Academy -- Orlando Florida expects all employees to follow the rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

Profanity, cursing, or inappropriate conversation in the presence of children, parents, or other employees.

Violation of safety health rules

Smoking in prohibited areas

Excessive absenteeism or any absences without notice

Unauthorized absence from work station during the workday

Unsatisfactory performance or conduct

Mishandling of children including but not limited to leaving a child unattended

Sexual harassment of any nature to children, parents, or other employees

Continual avoidance of Calvary Orlando Christian Academy -- Orlando Florida quality assurance standards

Verbal intimidation, sarcasm, passive aggressive aggression, or threats to children, parents, or employees

Punctuality, Attendance and Time-Off Request

To maintain a safe and productive work environment, Calvary Orlando Christian Academy expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the children and families as well as on other employees in the school.

Tardiness

Tardiness is considered to be any time after the scheduled shift begins and includes failure to begin the work day in the designated location assigned. In the rare instance when employees cannot avoid being late to work, or are unable to work as scheduled, the employee must notify the Leadership Team at a minimum of two (2) hours before their work schedule begins. This communication will only be accepted in the form of a WorkChat message directly to the Leadership Team. Poor attendance and excessive tardiness are disruptive; either may lead to disciplinary action, up to and including termination of employment.

Absence

Employees who are unable to report to work due to illness or injury should notify the Leadership Team the evening before or at a minimum of two (2) hours before their work schedule begins. You are required to notify the Leadership Team through the When I Work App if you will not be able to work your shift. In the event the employee is unable to use the App, a voice mail will be an acceptable form of backup communication. Poor attendance and excessive tardiness are disruptive; either may lead to disciplinary action, up to and including termination of employment.

The Leadership Team must also be contacted on each additional day of absence. If an employee is absent for 3 or more consecutive days due to illness, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits at the discretion of the Head of School and/or Owners.

Personal Time-Off Request (PTO)

Other than when you are sick, requests for time off should be made as far in advance as possible, but no less than two (2) weeks in advance. Before finalizing vacation plans, making reservations, scheduling health care appointments, etc., employees should make sure that management has approved the requested days. All time off (paid or unpaid) must be approved by the Leadership Team. **Any approved time off taken which is unpaid will impact your average hours and may impact your full-time status.** Based on specific business needs, an employee's manager may approve or disapprove requests for PTO.

Staff Illness

To maintain a safe and effective work environment, Calvary Orlando Christian Academy -- Orlando Florida requires that employees or any other persons being supervised by employees not be allowed in the center that knowingly has or presents symptoms of fever, diarrhea, rash or vomiting. You must have medical documentation to return to work if you have had sickness for three (3) days or more whether or not consecutive.

Employment Termination

Employees who resign are required to give a two (2) week notice prior to the last day worked. Employees who do not provide the required two (2) week notice or work out the entirety of the two (2) week notice will receive a final paycheck with a reduction in pay to the minimum wage rate. Because your employment is "at will," it is possible that upon submission of a resignation notice the Leadership Team or Owners, at its sole discretion may designate your last day worked earlier than the date you give in your written notice.

If an employee does not call in advance and advise the Leadership Team, Assistant Head of school, or Owners of an absence and does not arrive for a scheduled shift, it will be considered voluntary termination by job abandonment.

Re-employment

Re-employment of former employees will be considered on an individual basis. The following will be taken into account: attendance, job performance, and if a two (2) week notice was given.

Smoking

Employees, or other persons, are not permitted to smoke or use tobacco products either on or within the center premises, on the center playgrounds, or in any vehicle being used to transport children. Additionally, all clothing should be free from any smell of smoke when working with children.

Food and Drink

As safety is a primary focus in the school, and children may have allergies, all employee's food and drinks are not permitted to be accessible to children at any time. All drinks must be in a sealed container and in a locked cabinet or closet unless it is meal time. Food from the outside may not be eaten in the classroom, kitchen, or reception area at any time. Employees may elect to bring a small lunch to eat with the children as family style dining is expected during snacks and lunch .

Prohibited Substances

Employees will not be under the influence of or consume alcohol, marijuana, or any other controlled substances whether legal or illegal while on the center premises during the hours of operation or at any time and place where there are children present for whom the center staff is responsible.

Sexual and Other Unlawful Harassment

It is the intent of Calvary Orlando Christian Academy -- Orlando Florida to provide a work environment that is free of discrimination and unlawful harassment. Sexual harassment is a form of illegal sex discrimination which Calvary Orlando Christian Academy -- Orlando Florida will not tolerate. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. The regulations of the Equal Employment Opportunity Commission define unlawful sexual harassment as follows:

"Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, whether by a male or female, constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Examples of the conduct referred to in (3), if unwelcome, many included (but are not limited to):

- Sexual bantering
- off-color language or jokes
- Sexual flirtations
- Advances or propositions
- Request for sexual favors
- Verbal abuse of a sexual nature
- Verbal commentaries about an individual's body
- Sexually-degrading words used to describe individuals
- Displays of sexually suggestive objects or pictures
- And using sexually-oriented or degrading gestures or other nonverbal communications.

Calvary Orlando Christian Academy -- Orlando Florida will not condone, permit nor tolerate sexual harassment of employees in any manner whatsoever. Persons who engage in such harassment will be subject to appropriate discipline up to and including termination of employment.

Employees who believe they have been subject to sexual harassment should immediately bring it to the attention of the Leadership Team or Owners. Similarly, if you have a question as to whether

certain conduct is unlawful discrimination or harassment, you are encouraged to speak with either the Leadership Team or Owners. This is particularly true when it comes to sexual harassment, where what is offensive to one person may not be offensive to another. Consequently, it is important that you let your feelings be known. The Leadership Team is required to notify the Owners immediately upon receiving a complaint about discrimination or when made aware of conduct constituting discrimination.

All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures. In all cases, the person who initiated this procedure will be informed of the findings and disposition of the matter at the conclusion of the investigation. Further, management will ensure that there is no coercion, retaliation, intimidation, or harassment directed against any employee who registers a complaint or serves as a witness on behalf of another employee.

The prohibitions against unlawful discrimination and harassment also may apply to non-employees with whom our employees come into contact in connection with their employment with us. Consequently, if you feel discriminated against or harassed (sexually or otherwise) by a non-employee in connection with your employment, you should use the procedure outlined above.

Performance Expectations and Evaluations

Attendance of Events after Regular Work Hours

Faculty Meetings

Faculty meetings are designed to educate and/or communicate pertinent information that will contribute to your talents and experience as an early childhood professional. These faculty meetings may include policy review as well as training opportunities to better the professional development of all faculty members. Monthly faculty meetings may be held after regular work, on the weekend or during the work day in the form of a lunch and learn meeting. All faculty meetings are mandatory. Monthly faculty meetings are scheduled at least two (2) weeks in advance and attendance is required. In the event an employee is unable to attend a monthly faculty meeting, the time off request procedure must be followed.

Conferences

From time to time professional conferences are offered by Calvary Orlando Christian Academy or outside entities. Conferences held by Calvary Orlando Christian Academy are developed and planned as a means for employees to obtain annual in-service hours as well as professional development. These events are typically held once or twice over a weekend.

In the event, an outside agency offers a training session or conference, it will be determined by the Leadership Team whether the employee is permitted to miss regular work hours to attend. It is at the discretion of the Leadership Team or Owners if missed work hours or conferences will be paid.

Special Events

During the school year, special events may be scheduled and attendance is required. These events may include but are not limited to open house, preview night, graduations, parent's night out, family engagement events, etc. You will be notified one month in advance of any required attendance at these events.

Annual In-service Training

On-going annual in-service training must be completed for all employees. Calvary Orlando Christian Academy -- Orlando Florida provides ample opportunity throughout the year for all employees to meet this requirement. These opportunities are presented through monthly faculty meetings, professional development days, and lunch and learn.

Benefits

Eligible employees at Calvary Orlando Christian Academy- Orlando Florida are provided with a wide range of benefits. A number of the programs (such as Social Security, worker's compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law. The following benefits programs are available to eligible employees.

Holiday Pay

To qualify for a paid holiday, you must be a full time employee. The holiday must fall on your normally scheduled workday and you must have worked all of your scheduled hours the day before and the day after the holiday unless requested vacation time has been granted. Holiday pay will not exceed 8 hours per day and can be less if you are normally scheduled for less than 8 hours. Holiday pay does not count toward overtime pay. Please see the school holiday schedule for scheduled days the school will be closed. Their peers. Please see the Leadership Team for more information about the program.

Paid Time Off (Todavía estoy trabajando en estos párrafos)

Personal time off (PTO) is time off that each employee earns during the benefit year. Employees are eligible to participate in the PTO program on his or her one year anniversary date. On that date, the average number of hours worked per week for the year will be deposited into the employees PTO account. And beginning on the first pay period following the anniversary date, full time employees who work at least 70 hours in each pay period, will accrue and accumulate one week of PTO. (1.54 hours per pay period) On the employee's three year anniversary, the employee who works at least 70 hours in each pay period will begin to accrue two (2) weeks of PTO (10 days). (3.08 hours per pay period) On the employee's four year anniversary, and moving forward, the employee who works at least 70 in each pay period will accrue one additional day of PTO to be maximized at twenty (20) PTO days in a year. At all times, if an employee does not work at least 70 hours in a pay period, they will not accrue any time off for that period.

In the event that available PTO is not used by the end of the benefit year, any unused PTO will be forfeited. As scheduling and coverage in the school is a priority, there is no guarantee that unused PTO will be approved even if it is in jeopardy of expiring as the employee's anniversary will reset before PTO is used. It is solely the responsibility of the employee to take his/her PTO in a timely manner.

PTO off request requires the approval of the Leadership Team at least two (2) weeks in advance and in writing. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. PTO is paid at the employee's base pay rate at the time requested. It does not include and will not be counted toward overtime or any special forms of compensation such as incentives, bonuses or shift differentials. If an employee resigns, all accrued PTO time is forfeited.

Payroll Schedule

Payroll periods are on a bi-weekly basis, always ending on a Friday. Paydays are on the Friday following (one week after) the end of a pay period. If Friday falls on a holiday, pay will be made on the preceding workday. Employees must provide a valid banking account with routing and account number for direct deposits.

Worker's Compensation

Calvary Orlando Christian Academy-- Orlando Florida provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized immediately. Employees who sustain work-related injuries or illnesses should inform the Leadership Team or Owners immediately. No matter how minor an on- the-job injury appears to be it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Leave of Absence

Personal Leave

Calvary Orlando Christian Academy-- Orlando Florida recognizes that there are cases where an employee may require a leave of absence which is not covered by other types of leave. By way of example, these may include such cases as pursuing full-time education, participating in extended community affairs projects, or preparing for a foreign adoption, just to name a few. Employees with a minimum of three (3) months of service may be granted a leave of absence of up to twelve (12) weeks in a rolling twelve (12) month period for personal reasons, with the approval of the Leadership Team or Owners, when it is determined to be in the best interest of the company and the employee, or as required by state or federal law. In order to be eligible for a Personal Leave of Absence, the employee must be requesting to be off work for more than ten (10) business days. Personal Leaves of Absence are unpaid; however full-time employees may use earned paid time off. A Personal Leave of Absence is granted at the company's discretion.

A request for Personal Leaves of Absence must be submitted in writing to your Manager, using the Company Request Form, at least thirty (30) days prior to the beginning of the leave. The request must specify the reason for the leave of absence, the last day to be worked, and the return to work date. If you "volunteer" to take the summer or other time off work, a request for a Leave of Absence must be completed. No paid time off will be earned while you are on a Personal Leave of Absence. Your benefits will be terminated thirty (30) days from the start of your leave.

When you are ready to return from leave, a reasonable attempt will be made to place you in a similar job with similar pay and work hours, but such placement cannot be guaranteed. Calvary

Orlando Christian Academy-- Orlando Florida will not hold a position open for any length of time for a Personal Leaves of Absence.

Failure to Return

Employees on leave who decide not to return to the Company are required to inform management in writing of that decision as soon as possible. Calvary Orlando Christian Academy- Orlando Florida may then end the leave and separate the employee from the company. An employee who fails to return within two (2) days of their agreed upon return date will be considered to have voluntarily resigned their position and may be separated from Calvary Orlando Christian Academy - Orlando Florida.

Classroom Schedules

Classroom schedules have been created with extended periods of activities balanced with appropriately guided games, songs and stories to provide a complete and satisfying experience for each child. Classroom schedules are posted for touring families, enrolled families, and teacher review. Daily schedules must be followed as this ensures that classroom structures as well as learning experiences are provided for children. Any deviation from the daily schedule is strictly prohibited unless permission is obtained by the Leadership Team.

Outdoor Learning Time

Calvary Orlando Christian Academy-- Orlando Florida uses outdoor time as a safe learning opportunity. The teachers let children explore an environment that includes colors, textures, sounds and scents. Teachers should identify activities to engage children while outside and encourage them to explore. Outside play is an extension of the classroom environment.

We take the children outside to encourage them to develop health, fitness, attention and focus, social/emotional skills, language skills, knowledge of science and nature, complex play abilities, problem-solving skills, and creativity.

Outside/Indoor gym schedules must be followed to ensure that children are provided with ample opportunity to run, play, explore and investigate. At no time should a teacher make the decision to skip outside play or select a different outside play time without approval from the Leadership Team.

Positive Child Guidance

As early education professionals all employees of Calvary Orlando Christian Academy-- Orlando Florida will be trained in the process of positive child guidance. We believe that as role models, it is our responsibility to encourage positive child guidance as well as guiding, teaching, and encouraging appropriate behaviors which are a best practice in supporting children. We believe that children are best supported during play and social interaction with their peers by providing encouragement as to what they can or should do versus what they cannot or should not do. This philosophy of discipline is in accordance with Calvary Orlando Christian Academy believing that children learn best in an environment where love, guidance, and encouragement promote the development of positive self-esteem.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or employee is unacceptable. Employees should intervene immediately should this type of situation occur in order to protect all of the children by encouraging positive child guidance to maintain a more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation. If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, The Leadership Team should be contacted for support. We realize that circumstances may exist that may cause a child to act uncharacteristically aggressive. However, we need to keep the safety of all of our students and teachers in mind. Parents will be informed of any aggressive behavior incident, and a conference may be requested to discuss an acceptable behavioral plan. Open communication between home and school is considered the key to effective positive child guidance and discipline. If a child exhibits continued aggressive physical behavior toward another child or employee, the Leadership Team or Owners may suspend a child's enrollment until the aggressive behaviors have been managed. We believe this is fair to both the child displaying the behavior and the other children in the school.

At no time at Calvary Orlando Christian Academy-- Orlando Florida will a child be subjected to physical corporal punishment (shaking, hitting, biting, pinching, etc.), humiliated, frightened, time out, or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters.

Any violation of the school's discipline policy should be brought to the Leadership Team's attention immediately.

Family Style Dining

Family-style dining is considered a best practice when eating with children of all ages. This involves sitting at the same table with young children, in small groups, with the children serving themselves when possible, and eating together with adults while sharing pleasant conversations. A well-balanced nutritional diet is important to build strong bodies and to create the best conditions for learning. In full day programs, children are provided with morning and afternoon snacks. In our half-day program, children will not participate in morning and afternoon snacks. Parents have the option to send their child's lunch with them to school or purchase the catered lunch option through Lunch Direct. Menus are nutritionally balanced containing whole wheat or whole grain rich breads, meat/meat alternative, fruit, vegetables, and milk. The menu allows children to have a chance to taste, feel, smell, and see different foods. Food is served family style so children learn to serve themselves, pour, spoon, and pass dishes. Children are never forced to eat, but are encouraged to try new or unfamiliar food items. Mealtime is viewed as an instructional time. Teachers will sit with children and engage in child directed conversations.

Teachers will also support children to engage peers in conversation and encourage higher level cognitive and language skills.

Screen Time

Computers/Smart Boards and interactive media support and supplement activities in the classroom by facilitating active, creative, and social engagement by young children. Interactive media can include computers, iPads, and videos related to instruction goals. Intentional planning for digital experiences should increase children's digital literacy and use of technology as a tool in their learning. Screen time or electronic media is not used during meal times.

Computers/iPads are one of many materials in the preschool classroom. The total screen time during classroom hours will be no more than thirty (30) minutes, two (2) days each week and reflected in the weekly lesson plan. At no time will employees use technology for their own personal use during instructional time. The teacher's role in supporting children's learning through computers/iPads and interactive media is similar to other areas of the curriculum such as, asking open ended questions, providing encouragement, troubleshooting, describing what children are doing (their interaction with the media or social interactions with friends working together using technology) reactions to computer/iPad feedback, and accomplishments. Interactive media experiences are extended to other areas of the classroom to explore concepts from different perspectives using different materials. Intentional planning is given to the use of technology, with a focus on alignment with the curriculum, lesson plans, and experiences in the classroom.

Computers/iPads and interactive media are available to supplement activities, not replace them. Teachers support children's initial exploration of concepts through hands-on activities with concrete materials. All media use will be age-appropriate and allows children to explore, experiment, and problem solve. ***YouTube is never permitted to be used in the classroom environment or STEAM Lab.***

Health and Safety

We seek to provide a place of employment free from recognized hazards that could cause death or physical injury and to comply with all occupational safety and health standards passed under applicable statutes. To assist in providing a safe and healthful work environment for employees, children and visitors, Calvary Orlando Christian Academy -- Orlando Florida has established a workplace safety program.

The Leadership Team has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all. Calvary Orlando Christian Academy -- Orlando Florida provides information to employees about workplace safety and health issues through regular internal communication channels such as bulletin boards, postings, memos, or other written communication. Among other things, these standards require employees to wear appropriate protection and to adhere to all safety and hazardous material policies and practices. They further require us to provide you with proper training and supervision and to inform you of any toxic or hazardous substances in our workplaces. Employees receive periodic workplace safety training and drills. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. We expect you to comply with all safety requirements at our facilities. You are responsible to report any known safety concerns so that immediate action may be taken to ensure safety in the workplace. Report such concerns immediately to the Leadership Team, Assistant Head of School, or Owners.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment. In case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Leadership Team or Owners. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

Direct Supervision

Effective direct supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their play and daily routines. Direct supervision also allows educators to engage in meaningful interactions with children.

Children must be under adult supervision by sight and sound at all times, including naptime and when using the restrooms. Faculty must show awareness of the whole group, even when working with a small group or individual children. The classrooms must be arranged so that there are no hidden areas that cannot be supervised properly. Observation windows must be free of obstructions so there is a clear view into the classrooms at all times. Faculty must be aware of the number of children in their care at all times and staff-to-child ratios must be maintained at all times. New faculty members must never be left alone with children until their clearances have been received by the school. When events occur with outside visitors or vendors, at least one Calvary Orlando Christian Academy faculty member must be present and the staff-to-child ratio must be maintained.

Attendance

Accurate attendance must be kept at all times by teachers. Each teacher counted in the classroom ratio must have an accurate attendance sheet or tablet that has the accurate attendance count documented. When a child leaves the classroom for any reason at any time, the teacher must document it on the attendance sheet or on the tablet, including when children go to extracurricular activities, speech therapy or another classroom to visit before they transition.

Name-to-Face Checks

Name-to-face checks or threshold counts must be conducted and documented every time the children move from one location to another, such as when the children move from the classroom to the gym, from the classroom to the playground and from the playground to the classroom.

Allergy and Food Preference

Some children in our school may have allergies or special dietary requirements. Food allergies, cultural and religious preferences, and vegetarian diets are common issues in the school. It is our responsibility to work collaboratively with parents in order to ensure that children with special dietary needs receive appropriate foods.

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All employees working in the classroom of children with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction.

Reporting

Accident/Incident Reports

When completing an accident or incident report, all lines must be completed with required information on the incident report, including documentation to reflect the date and time of the accident/incident. The Leadership Team, Assistant Head of School or Owners must sign the accident report before it is presented to the parent. After the form has been signed and dated by either the parent(s) or legal guardian(s), you will provide the white copy of the report to the parent(s) or legal guardian(s). The yellow and pink copies must be submitted to the school office to be recorded in the child's file.

Mandated Reporting

The State of Florida has laws requiring all persons or certain professionals, such as teachers, childcare providers and medical professionals, to notify specified state authorities if they suspect or have reason to believe that a child may have been abused or neglected. The State of Florida requires childcare professionals to attend classes designed to educate them as to what constitutes signs of abuse or neglect.

All allegations, suspicions or discoveries of the abuse or neglect of a child must be reported immediately in accordance with your state's mandated reporting laws. You are prohibited from delaying the reporting of an allegation while conducting an internal investigation and you may not substitute your own investigation for that of the state authorities (for example, by discounting the allegations without reporting or by handling the situation on your own). Failure to comply with your obligations as a mandated reporter is a serious matter under state law and is a terminable offense.

Calvary Orlando Christian Academy -- Orlando Florida encourages all employees to alert the Leadership Team or Owners before contacting the state authorities.

Injury

In the event that an injury occurs on school property, an accident report must be completed. Documentation of the incident using the incident report form is a requirement. A parent must be notified of any injury to a child should the child be injured between the shoulders to the top of the head as well as an injury to the child in the form of a bite, deep bruise or open wound. Types of head injuries include but are not limited to a bump, bruise, and open wound or bleeding. A child may have a head injury, such as bumping heads with another child, and have no visible signs.

Disposable gloves will be worn at all times when administering First Aid. Employees will only use soap and/or water when cleaning any wound.

Sick Children

In the event a child becomes ill with a fever, vomiting, diarrhea, rash, or other issue, it is the teacher's responsibility to contact the Leadership Team so the parents may be contacted to remove the child from the school.

Medication

Calvary Orlando Christian Academy -- Orlando Florida will only administer medication to children if specific criteria are met. Other than first aid, staff members will not dispense prescription medications to a child without written authorization from the child's physician (no medications "as-needed"). If it's medically necessary for a child to receive medication and/or dietary supplements while in our care, the Leadership Team, Assistant Head of School, Owners, or an identified employee will be designated to only be responsible to dispense medications according to state law and our policies. Non-prescription medicine masks symptoms and will not be administered. The only exception to this guideline is if medication is needed for an emergency situation. Examples of non-prescription medicines that are acceptable with emergency packet/doctor's orders: Tylenol for febrile seizures or migraines, or Benadryl for children with severe allergies.

Examples of medications that is not acceptable:

- Tylenol for teething/fever/pain
- Orajel or tablets for teething
- Dimetapp/Robitussin for congestion
- PediaCare, Pedialyte, Ensure for Children or any type of Probiotics

Part of maintaining the health and well-being of children in our care involves carefully monitoring over-the-counter and prescription medicines, topical ointments, and dietary supplements. With proper authorization, teachers may administer topical ointments such as bug spray, sunscreen, or diaper cream. Medication must be for a specific purpose. An authorization form and medication log must be completed. Please see the management team for details.

Medication is given at 12:00 PM each day, with the exception of breathing treatments or unless prescribed otherwise by a physician (and noted on the prescription bottle). Every medication must have the child's first and last name printed on the original prescription bottle. Prescription labels must also specify dosage amount, time and duration of treatment. Siblings cannot share medication. Children must have a doctor's note for any acceptable over-the-counter medication. The note must be illness, child, and dosage specific. Only one doctor's note will be needed for each medication and must be updated every 90 days or as requested by management. The doctor's note does not take the place of the authorization form/medication log.

All medications, including diaper cream, sunscreen and bug spray must be dropped off in the front office. A member of management will bring any medication to the classroom once the medication has been recorded.

Safe Sleep

The purpose of the safe sleep policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant death (SUIDS) in children less than one year of age. All child care personnel must follow safe sleep practices and recommendations by the American Academy of Pediatrics as referenced in Caring for Our Children Basic Health and Safety Foundations for Early Care and Education, which is incorporated by reference in 65C - 22. 001(7)(), F.A.C.

Cribs or playpens/play yards must have a tight fitted sheet and no excess bedding, which includes but is not limited to: bumper pads, hanging mobile, quilts, comforters, pillows, stuffed animals and cushions. While napping or sleeping, young infants who are not able to rollover will be placed on their backs, on a firm surface to reduce the risk of sudden infant death syndrome, unless an alternate position is authorized by a physician. Written documentation from a physician of this requirement must be on file at the school. This documentation must include the child's name, child's date of birth, description of sleep position required, description of any equipment needed, and length of time authorization is valid. Once infants are able to roll over, infants will remain to be placed on their backs to sleep and allowed to roll over to their side or tummy on their own.

In the event that a child needs to be propped after feeding for a diagnosed medical condition such as acid reflux, the parent must provide written documentation from the physician stating the item to be used and the amount of time the child should be propped after eating. This doctor's note must include an expiration date of the use of any wedge use. Additionally, parents must provide the doctor approved device required to prop the child. At no time will a boppy pillow, pillow, blanket, or bouncy seat be placed in the child's crib to serve as a device for propping the child. Any recommendations by the child's physician for such a device to prop the child must be approved by the Leadership Team or Owners.

Infants may NOT be swaddled at any time. Infants may be placed in an approved sleep sack with arms free to assist in rolling over. All sleep sacks must be provided by the parents and approved by the school's guidelines.

Visitors

To provide for the safety and security of the employees and children at Calvary Orlando Christian Academy -- Orlando Florida, only authorized visitors are allowed in the premises. Restricting unauthorized visitors helps maintain safety standards, protects against thefts, ensures security, protects confidential information, safeguards employees' and students' welfare, and avoids potential distractions and disturbances.

All visitors should enter Calvary Orlando Christian Academy at the reception area. This includes any friends or family of employees of Calvary Orlando Christian Academy -- Orlando Florida. Authorized visitors will receive directions, be escorted to their destination, or may be asked to clock out in the event that an employee must step out of the classroom to engage with the visitor for an extended period of time. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Calvary Orlando Christian Academy 's premises, employees should immediately notify the Leadership Team, Assistant Head of School, or Owners. In the event that at any time a staff member believes there is an imminent danger to oneself, the children, or other employees, the employee will immediately call 911 for emergency support.

Emergencies

If you think a situation is potentially life-threatening, you should call 9-1-1 immediately. To facilitate the fastest possible response to the emergency, it is not necessary to get permission from or call your Leadership Team, Assistant Head of School or Owners. Employees should review specific emergency procedures with their Leadership Team. While various emergency procedures are necessary in some locations (tornado, earthquake, etc.), all locations practice regular fire drills, shelter in place drills, and lock down drills.

Fire Drills

When faced with an emergency situation (fire drill) that requires immediate attention, employees should:

1. Cease activities immediately
2. Gather the children together in a calm and orderly fashion
3. Conduct a threshold/name to face count reflecting the transition in Tadpoles
4. Move the children to the approved, designated evacuation area
5. Verify that all children are in attendance by conducting a threshold/name to face count in Tadpoles and in the weekly attendance binder
6. Remain with the children, maintaining a calm, reassuring atmosphere and attending to the children's needs
7. Do not return to classroom until the Leadership Team or Owners gives clearance

Any employee with no classroom responsibilities should help evacuate the rooms with the youngest children. Any employee who is on a lunch break or personal break and in the building MUST join their personal classroom, if safe to do so, to assist and evacuate the building with your classroom. Employees who assist during a drill or emergency situation will be paid for their time worked.

The Leadership Team and/or Owners will check to ensure everyone is in their designated, approved location as well as ensure that all classrooms, including closets, bathroom, and kitchens are vacated. It is the Lead Teacher and Assistant Teacher as well as any individual in that classroom's responsibility to know the number of children in his/her care.

Weather Related Shelter in Place

When faced with an emergency situation (shelter in place) that requires immediate attention, employees should:

1. Cease activities immediately
2. Gather the children together in a calm and orderly fashion
3. Conduct a threshold/name to face count reflecting the transition in Tadpoles
4. Move the children to the approved, designated shelter in place area
5. Verify that all children are in attendance by conducting a threshold/name to face count in Tadpoles and in the weekly attendance binder
6. Remain with the children, maintaining a calm, reassuring atmosphere and attending to the children's needs
7. Do not return to classroom until the Leadership Team or Owners gives clearance

Any employee with no classroom responsibilities should help evacuate the rooms with the youngest children. Any employee who is on a lunch break or personal break and in the building **MUST** join their personal classroom, if safe to do so, to assist and evacuate the building with your classroom. Employees who assist during a drill or emergency situation will be paid for their time worked.

The Leadership Team and/or Owners will check to ensure everyone is in their designated, approved location as well as ensure that all classrooms, including closets, bathroom, and kitchens are vacated. It is the Lead Teacher and Assistant Teacher as well as any individual in that classroom's responsibility to know the number of children in his/her care.

Evacuation Drill

When faced with an emergency situation (lock down) that requires immediate attention, employees should:

- 1. Cease activities immediately**
- 3. Conduct a threshold/name to face count reflecting the transition in Tadpoles**
- 4. Move the children to the approved, designated evacuation area following the expectations set in the Emergency Preparedness Plan**
- 5. Verify that all children are in attendance by conducting a threshold/name to face count in Tadpoles and in the weekly attendance binder**
- 6. Remain with the children, maintaining a calm, reassuring atmosphere and attending to the children's needs**
- 7. Do not return to classroom until the Leadership Team or Owners gives clearance**

Any employee with no classroom responsibilities should help evacuate the rooms with the youngest children. Any employee who is on a lunch break or personal break and in the building MUST join their personal classroom, if safe to do so, to assist and evacuate the building with your classroom. Employees who assist during a drill or emergency situation will be paid for their time worked.

The Leadership Team and/or Owners will check to ensure everyone is in their designated, approved location as well as ensure that all classrooms, including closets, bathroom, and kitchens are vacated. It is the Lead Teacher and Assistant Teacher as well as any individual in that classroom's responsibility to know the number of children in his/her care.

Emergency Closing

At times, emergencies such as severe weather, fires or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of the work facility. In the event that such an emergency occurs during non-working hours, employees will be notified by text messages, email or phone calls from the Leadership Team, Assistant Head of School or Owners. Additionally, a notification will be placed on the school voice mail.

Calvary Orlando Christian Academy -- Orlando Florida will take every step to ensure that a safe environment is established for all employees, children and families in the event that severe weather becomes a threat as well as monitoring any developments or worsening conditions.

When operations are officially closed due to emergency conditions, full time employees will be paid for scheduled work hours.

