



Employee Handbook

Updated 2026

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Welcome!

Welcome to the NACA Family! I am so happy you joined the team and I personally feel like you've couldn't have chosen a better place to grow in your career.

When I founded NACA in 1992, I had no idea where God was going to lead me throughout this journey. I had no idea that NACA would provide work to hundreds of employees and serve thousands of children.

My story isn't much different than many of you. I became a mom and a wife at 17 years old. I had my next son at 19 and my daughter at 30. I didn't receive my GED until I was 43 years old and as you can see this journey might not be typical of becoming an entrepreneur. One thing I did have throughout this journey was drive, passion, dedication, and most importantly I had faith in God.

I say all that to say this. Regardless, of where you are at in your personal journey, don't quit, don't give up, stay committed, and stay focused. The possibilities are endless. You have been chosen to be part of this team for a reason. Every person is selected intentionally, and you are about to be part of what makes NACA a great success.

Thank you for making a commitment to something bigger than yourself, you are about to be a world changer.

With Gratitude,

Cecilia Tapia
Founder

Section 1: General

Purpose

This Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at Noah's Ark Children's Academy (NACA).

The Handbook is designed to introduce you to NACA and provide you with general guidelines on work rules, benefits and other issues related to your employment. This Handbook should answer many of the questions that arise in connections with your employment.

This Employee Handbook is not a contract of employment and does not create a contract of employment. It does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. You are an "At-Will" employee. The purpose of this handbook is simply to provide you with a convenient explanation of current policies and procedures. This Handbook is an overview or a guideline that cannot cover every matter that may arise in the workplace. For this reason, specific questions of a particular policy or practice can be asked of the program director.

NACA reserves the right to update and change any of our policies and procedures, including those covered in this Handbook, at any time. We will notify you of any changes, however such notice is not required for changes to be effective.

About Noah's Ark Children's Academy

Where relationships are built, children learn,
and families are strengthened.

Welcome! We are a leader in quality care and education in New Mexico and are proud to welcome you to our school family. NACA is a nationally accredited, family and locally owned program that has been a vital part of your community since 1992. We have established multiple academies that proudly represent **our mission** to provide a nurturing and healthy environment therefore giving each child the best opportunity to succeed. Our goal is to strengthen the community through the arms of children.

The Noah's Ark Children's Academy Commitment and Philosophy

Our dedication to excellence will provide a continuous delivery of quality care and education for New Mexico's children. We are committed to meeting the expectations of families and building a community that is focused on the positive growth and development of young children. Our goal is to create a healthy and

safe environment that is focused on every child's joy and education. You have now joined a passionate team of educators!

Quality defines our educationally focused environments. We facilitate play while nurturing a love of learning through positive relationships between children, caregivers and families. You are now one of a highly qualified, educated and trained staff. We expect you to be a source of constant support to children and families. You will be expected to provide imaginative and creative learning opportunities with an emphasis on hands-on learning and process focused curriculum. You will focus on important lessons like character development, by emphasizing the importance of kindness, patience and respect for others. These components all work together to foster intellectual, social, emotional and language development.

You will maintain clean, safe and developmentally appropriate classrooms designed to meet all developmental needs of young children. The classroom environment is an essential part of a child's education and therefore its design is intertwined in daily lesson planning. You will be expected to provide print rich, science and math-based experiences that create "teachable moments" in everyday situations. Our thoughtfully constructed academies, both indoors and outdoors, encourage children to engage in activities that will develop age-appropriate cognitive, social, emotional, fine and gross motor skills.

NACA Core Values:

NACA has five core values (Faith, Children 1st, Quality, Community, and Relationships) which guide all policies and procedures. They are fundamental in our mission to provide a nurturing and healthy environment therefore giving each child the best opportunity to succeed.



NACA Campus Locations

Montgomery Campus

4001 Montgomery Blvd. NE Abq, NM 87109
(505) 888-8852
Open 6:30 – 6:00 pm

Candelaria Campus

12500 Candelaria Rd NE Abq, NM 87112
(505) 298-1130
Open 7:00 to 6:00 pm

Morris Campus

4525 Morris St. NE Abq, NM 87111
(505) 293-3399
Open 7:00 to 6:00 pm

* a minimum of two staff members are present at each campus at all times

Section 2: Employment

Equal Employment Opportunity

Noah's Ark Children's Academy is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, genetic information, veteran status, marital status, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, NACA will hire, train, promote, layoff and terminate individuals in accordance with this Equal Employment Opportunity Policy. We will make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity policy.

If you believe that an employment decision has been made that does not conform with NACA management's commitment to equal opportunity, you should promptly bring the matter to the appropriate administrative staff. Your issue will be promptly, thoroughly and impartially investigated. There will be no retaliation against employee who files a complaint in good faith, even if the result of the investigations produces insufficient evidence to support the complaint.

Americans with Disabilities Act (ADA)

It is NACA's policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment. NACA is committed to complying with the American with Disabilities Act, as amended.

Consistent with this policy of nondiscrimination, NACA will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made NACA aware of his or her disability provided that such accommodation does not constitute an undue hardship on NACA.

Once notified of a disability NACA will begin an interactive process which will include discussing your disability, limitations, and possible reasonable accommodations with the appropriate administrative staff. Our goal is to enable you to perform the functions of your position, make the workplace readily accessible to and usable by you, or otherwise allow you to enjoy equal benefits and privileges of employment.

Your Employment Relationship with Noah's Ark Children's Academy

NACA will not offer individual employees a formal employment contract for their general employment status. Your employment relationship with NACA is "at-will", meaning that you or NACA may end your employment at any time for any lawful reason.

Anti-Harassment Policy

NACA is committed to providing a work environment that provides employees equality, respect and dignity. NACA has adopted a "zero tolerance" policy with regard to employee harassment. Harassment is defined under federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. NACA will not retaliate against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. NACA expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. In keeping with our expectations, NACA will not tolerate sexual harassment of its employees or by its employees. Any employee who engages in sexual harassment will be subject to corrective action, up to and including immediate discharge from employment, and appropriate corrective action will be taken to prevent its recurrence. Any incidents of sexual harassment by anyone, including non-employees, should immediately be brought to the attention of NACA for appropriate action.

Federal Law and The Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when conduct: (1) submission to the conduct is an explicit or implicit term or condition of an

individual's employment; (2) the submission to or rejection of the conduct by an individual is the basis for any employment decision affecting that individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

Communication of any harassing material by email, voice mail, organization bulletin boards or otherwise is a violation of NACA's policy against harassment.

Procedures of Reporting and Investigating Harassment

- Employees who feel that he or she has been the subject of harassment, sexual harassment, discrimination or retaliation by anyone, including non-employees, should report. The following procedure will be followed:
- The employee should promptly bring the matter to the attention of the Director. This report may be oral or written, but a written and signed statement of the complaint must be submitted within three days of the initial report so that a thorough investigation into the matter can proceed.
- Upon receipt of the written complaint the appropriate administrator will contact the person who allegedly engaged in the harassment, sexual harassment, discrimination or retaliation and will inform the person of the basis of the complaint and of the person's opportunity to respond. That person will then have seven days to respond to the complaint.
 - Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.
- Upon receipt of the response, the designated administrator, in consultation with NACA's corporate attorney, will decide on the validity of the complaint. The people involved will be notified of the decision.
- If a determination has been made that an employee has engaged in conduct in violation of these policies he or she will be subject to appropriate disciplinary action, up to and including termination of employment. The severity of the discipline will be determined by the degree and/or frequency of the offense.
- Violations of these policies by non-employees will be referred to the Owner for appropriate corrective action.

- If there are questions regarding the harassment, sexual harassment or discrimination policies those should be brought to the Director. All discussions will be considered confidential.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However, an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Ethics Policy

Ethics are integral to the successful achievement of our mission at Noah's Ark Children's Academy. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be avoided and those that require disclosure or prior approval. Employee's must treat all co-workers, clients, and external parties with kindness, honesty, respect, integrity, and fairness in all regards.

Confidential Information: rules pertaining to the use and disclosure of confidential information regarding employees, students or clients are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside NACA, who does not have a legitimate need for the information and/or does not have proper consent.
- The following information is to be regarded as confidential, but is not limited to name, address, phone number, student progress notes, medical records, evaluations, hourly or salary wages, or any other financial information.
- Any person or agency requesting access to or information about an individual child or staff member will be informed of this confidentiality process.
- Any and all requests for information external to NACA will be documented by name of requester, date, time, type of information requested, reason for request, as well as the action taken.
- Each Employee's personal file and child's file will include copies of all consents and authorizations presented to NACA for release of confidential information.
- Using confidential information for personal gain is strictly prohibited.

Substance-Free Workplace

NACA takes the problem of drugs and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. As a result the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs. All employees are required to report to their jobs in an appropriate mental and physical condition, ready to work.
- The illegal use, sale, manufacture, distribution or possession of drugs while on NACA campus' and while operating vehicles on NACA property.
- Working under the influence of prescription or nonprescription drugs that could impair judgement or motor function and potentially place children, persons or property in jeopardy.

NACA reserves the right to require any employee to cooperate in testing for the use of drugs or alcohol if they appear to be impaired while working. NACA has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc). We may request cooperation with a search if an employee has property on campus, such as handbags or backpacks, and there is reasonable suspicion to believe that a violation of this policy has occurred. NACA may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

As a condition of employment, employees must abide by the terms of this policy or be subject to appropriate disciplinary actions. Employees must notify NACA of any criminal drug statute conviction for a violation occurring in the workplace or on company property no later than five days after such conviction. A conviction includes a finding of guilt, including a plea of no contest, or imposition of sentence or both.

Personal Data Changes

To help keep record and benefits program information accurate, please notify your Director of any changes to your personal information, such as: mailing address, emergency contacts, and other possible relevant information. If you are enrolled in benefits plans, please keep us informed of relevant changes in marital status, dependents' information, beneficiaries, etc. If an employee, or a former employee requests copies of any forms from their employment records (i.e. W-2, pay stubs, time cards) they must be made with a timeline of 3 days in order to prepare requested forms.

Open Communication

NACA provides employees ample opportunities to communicate with administrators such as but not limited to newsletters, weekly meetings, formal performance evaluations and 'open-door' access to program Assistant Director's and/or Director's. Employees are to share their concerns, provide input, seek information and resolve work-related issues by professionally discussing them with management. The simplest, quickest and most satisfactory solution should be often reached at this level. If a work-related grievance cannot be handled on this level, the employee should follow the chain of command (page 6) in order to properly report and resolve their issue.

Performance Evaluations

A formal written performance evaluation will normally be conducted annually and will be completed, in writing, by the site supervisor. This will provide both supervisors and employees the opportunity to review job tasks, recognize strengths, identify and correct weaknesses, and discuss positive approaches to achieving goals.

Training Requirements and Meetings

The State of New Mexico requires anyone *working directly with children*, and more than 20 hours per week, to complete 24 hours of training a year and 30 hours the first year. Cooks and kitchen staff may have different training requirements. Training must address all seven competency areas as outlined in the New Mexico State Regulations. The competency areas are (1) Child growth, development and learning; (2) health, safety, nutrition and infection control; (3) family and community collaboration; (4) developmentally appropriate content; (5) learning environment and curriculum implementation; (6) assessment of children and programs, and; (7) professionalism. A training log will be kept on file to track training, clock hours, competency areas and sources of training. A training certificate must be filed with the employee training log. An employee may keep

the original certificate for their records, but a copy must be provided to NACA. Due to NACA's accreditation status, we require additional training hours a year which includes 30 hours your first year of employment.

Training in all competency areas are provided to you through new employee orientation, new employee curriculum orientation, monthly staff meetings, bi-annual in-service day trainings, CPR and First Aid and PreK staff training (if applicable).

All employees of NACA are asked to monitor their training hours and ensure that a minimum of 24 hours is completed each year, for this purpose a year begins and ends at the anniversary date of employment. Continued education and training are important when providing quality care and education for young children. It is the responsibility of the employee to call and sign up for training. A Training Request form and a certificate of participation is required in order to qualify for paid training. Paid training is only approved when the state mandated 24 hours of training has not been met.

NACA encourages all staff to seek formal education and participate in the state scholarship program if seeking a degree in Early Care and education. A college credit hour in a field relevant to the competency areas listed above will be considered equivalent to a minimum of 15 clock hours a semester.

- In-House Required Meetings and Trainings: monthly staff meetings and in-service day trainings are mandatory. If an employee fails to attend either it will be considered an unexcused absence and may be subject to appropriate disciplinary action. Employees will be given sufficient notice when meetings and/or trainings are scheduled: In-service day trainings in the Fall and Spring, child care will not be provided these days due to the academies being closed.
- Professional Development Plans (PDP's): Employees are required to have an ongoing professional development plan. This plan is used to set strategic professional goals. NACA administrators will work with staff to provide support and guidance to achieve professional goals and establish new ones. PDP's are reviewed, at a minimum, annually.

Resignation of Employment

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, NACA requests two weeks' written resignation from all employees. If the employee chooses to withdraw their resignation after it has been given in writing, the employer reserves the right to make the final determination to accept or make void the written resignation.

New Hire Orientation

Upon completion of the hiring process and prior to assuming job duties, new employees will complete a New Hire Orientation. The program Director will observe all new employees before placement begins.

NACA Career Lattice

Position	Education/Credential Experience <i>Qualifications based on enrollment in Programs</i>	Preparation Program or University
Educational Assistant	45 Hour Entry Class or Equivalent (minimum requirement) No experience	On-line through the New Mexico Child Care and Education Association or Training and Technical Assistance Program at Central New Mexico University (CNM)
Teacher	Child Development Certificate (CDC), Child Development Associate (CDA), Associates Degree in Early Childhood or equivalent 1-year experience	CNM, University of New Mexico (UNM) or equivalent university, CDC is a national credential
Assistant Director	Working towards Associates Degree in Early Childhood or relevant field and working toward a bachelor's degree (BA) in a relevant field 2-years' experience	CNM, University of New Mexico (UNM) or equivalent university
Director	Working towards BA in Education or equivalent and/or National Administrator's Credential (NAC) 3-years' experience	CNM, University of New Mexico (UNM) or equivalent university, National Early Childhood Accreditation program administers the NAC
	<p>*ECECD & NECPA Requirements</p> <p>*See Appendix for NACA Org Chart</p>	

Section 3: Schedules, Absences and Compensation

Work Schedules

NACA retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate changes in start and end times, as well as variations in the total hours that may be scheduled each day and week. Staffing and operational demands may also necessitate a need to transfer an employee to a different NACA campus.

Your program administrator will inform you of your expected work schedule and when/if changes are needed.

Recordkeeping

All hourly employees are responsible for accurately clocking in and out using the program ProCare system. You are required to correctly record the time you begin and end work, as well as the beginning and ending times of each scheduled break that is more than 15 minutes. You should also record the beginning and ending time of any departure from work for personal reasons. If an employee fails to clock in or out in ProCare they must notify the appropriate administrator immediately to correct the error. If this is not done in a timely manner an employee may have to wait until the following pay period to receive compensation for hours not properly recorded. ProCare rounds all time in one-minute increments. Employees are prohibited from clocking in or out another employee. This infraction could lead to appropriate disciplinary action and/or possible termination of employment. Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

Breaks/Lunch for Hourly Staff

NACA does not have a defined break policy in which operations stop for a specified period of time. It is recognized, however, that occasional breaks for rest are beneficial and are a benefit to the employee. NACA will schedule 15-minute breaks (and no longer) at the discretion of the front desk staff and may vary according to program needs but are not guaranteed. If an employee must leave campus during a 15-minute break they must notify a manager and clock out. Violation of this policy may lead to appropriate disciplinary action. Full time employees will have a minimum 30-minute unpaid lunch or eating period scheduled at the discretion of the front desk staff. The employee will accurately clock in and out for all unpaid lunch breaks. Employees are not to disrupt or visit staff that are still on the clock and/or in classrooms working with the children. Working though break/lunch period must be authorized by a supervisor and an employee must be paid for all

hours worked. All NACA policies and procedures apply when an employee is on campus regardless of the break status. NACA is a participant of the Child and Adult Care Food Program (CACFP) and takes great care in the meals prepared for our students. Breakfast, lunch, and snack are served daily on campus and classroom employees are required to sit with the children and eat 'Family Style' with their class. Employees are encouraged to eat the same food as the children which is provided free of charge. Food must be served to the children first and then staff may serve themselves, using appropriate portion control. Meal times are a learning opportunity for children therefore staff will model appropriate health standards and table etiquette. Outside food and drinks are not allowed in the classroom or at the meal table.

Break Time for Nursing Moms

NACA will provide nursing mothers with reasonable and flexible breaks as needed for pumping or feeding up to one year after the birth of a child. A clean, private space, that is not a bathroom, will be provided.

Workweek, Pay Periods and Payroll

NACA is open Monday through Friday and hours of operation will vary based on location: Montgomery 6:30AM-6:00PM, and; Morris/Candelaria 7:00AM-6:00PM. The payroll periods are from the 1st through the 15th and the 16th through the end of the month. You will be paid on the 10th for the 16th to the end of the month, and on the 25th for the 1st through the 15th each month. The pay week will be defined as Monday through Sunday. Paychecks are available for pick-up after 3PM or auto-deposit can be requested with an administrator. Time sheets must be signed BEFORE a paycheck can be released.

- Payroll deductions: NACA is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

NACA will also make other deductions that have been authorized by you, such as your elected insurances or other benefits.

You must maintain a current and valid IRS W-4 form designating the number of exemptions for federal and state tax withholdings. We cannot honor oral or email requests to alter the IRS W-4 form and withholdings.

- Paycheck stub retrieval: Pay stubs are available at paychecks.intuit.com. Employees will need to create a free account in order to retrieve.

Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employee's volunteer or immediate classroom needs must be met an administrator may require employees to work overtime. All overtime work must receive the supervisor's prior authorization. Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

Attendance and Punctuality

Regular attendance and punctuality are a condition of employment. NACA recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or frequent tardiness puts an unnecessary strain on your students, co-workers and can have a negative impact on the quality care NACA provides families and children. Anticipated absences should be reported to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason of your absence and when you expect to return. Phone numbers and call-in protocols are provided in your New Employee Packet. If you did not receive this form it is your responsibility to request it from the Director.

Unexcused absences are subject to immediate discipline up to and including termination. If you are absent from work for three consecutive days without advising your supervisor, you may be terminated. If you are absent for five consecutive working days and do not notify your supervisor, you will be considered to have abandoned your job and your position will be filled.

Inclement Weather/Emergency Conditions

NACA is open for business unless there are weather or emergency conditions, such as severe weather, power outages, or fire. Watch for NACA specific notifications such as Facebook posts, texts and/or ProCare Engage notifications to your email. When operations are delayed/closed due to an emergency, the time off from scheduled work will not be paid; unless the employee is classified as exempt.

Compensation

NACA compensates employees based on the NACA Career Lattice. Pay raises are determined at the discretion of the Executive Team and considerations are merit based, determined by increased formal education, performance, performance evaluations, attendance, compliance with NACA policies and procedures, classroom outcomes and appearance, teamwork, initiative and adherence to the NACA Job Description. Promotions are determined using the same criteria.

Section 4: Benefits

Holidays

NACA will provide paid holidays to eligible employees. An employee who has worked one or more years, the holiday falls on a scheduled work day or they are categorized as an 'exempt' employee will be eligible. Not all NACA closures qualify as a paid holiday for non-exempt employees, **the days in bold will be considered paid:**

- New Year's Eve and **New Year's Day** – Closed
- **Memorial Day** – Closed
- **Independence Day** – Closed
- **Labor Day** – Closed
- **Thanksgiving Day**, and the Wednesday before and Friday after – Closed
- Christmas Eve and **Christmas Day** – Closed

To be eligible for holiday pay you must have worked a minimum of 4 hours the day before and after the holiday. If a recognized holiday falls during an eligible employee's paid absence (ex. vacation) the holiday will not be paid.

Personal Leave

The Family and Medical Leave Act (FMLA)

NACA will provide FMLA to its eligible employees. NACA posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in the kitchen at each location.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Director in writing.

- **General Provisions:** Under this policy, NACA will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

- **Eligibility:** To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:
 1. The employee must have worked for NACA for 12 months or 52 weeks. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break of service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
 2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
 3. The employee must work in a worksite where 50 or more employees are employed by NACA within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.
- **Type of Leave Covered:** To qualify as FMLA under this policy, the employee must be taking leave for one of the reasons listed below:
 1. The birth of a child and in order to care for that child.
 2. The placement of a child for adoption or foster care and to care for the new placed child.
 3. To care for a spouse, child or parent with a serious health condition (described below.)
 4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Director.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, NACA may designate all or some portion of the related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. Short-notice deployment
- b. Military events and activities
- c. Child care and school activities
- d. Financial and legal arrangements
- e. CounselingRest and recuperation
- f. Rest and recuperation
- g. Post-deployment activities, and
- h. Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

- a. A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- b. A “parent of a covered servicemember: means a covered servicemembers biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law”.
- c. Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
- d. The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for the purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember’s next of kin. Alternatively, where a covered

servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then on the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require and employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 825.122(k.).

“Covered active duty” means:

- a. “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- b. Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in 12-month period.

Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember. The term “covered servicemember” means:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. a veteran who is undergoing medical treatment recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness” means:

- a. in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
 - c. Outpatient status, with respects to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- **Amount of Leave:** An eligible employee can take up to 12-weeks for the FMLA circumstance (1) through (5) above under this policy during any 12-month period. NACA will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, NACA will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, NACA will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstance will be deducted from the total 26 weeks available.

If spouses both work for NACA and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent “in-law”) with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for NACA and each wish to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

- **Employee Status and Benefits During Leave:** While an employee is on leave, NACA will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, NACA will require the employee to reimburse the center the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employee will provide 15 days' notification prior to the employee's loss of coverage. If the employee contributes to a life insurance or disability plan, NACA will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits during the leave and pay the employee's share of the premium payments.

If the employee does not continue these payments, NACA may discontinue coverage during the leave. If NACA maintains coverage, NACA may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

- **Employee Status After Leave:** An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in NACA's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.
- **Use of Paid and Unpaid Leave:** An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal leave prior to being eligible for unpaid leave.

Disability leave for the birth of a child and for an employee's serious health condition, including worker's compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave. An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Bereavement Leave

At the discretion of management, employee's may be allowed up to 3 working days off without pay in the event of the death of an immediate family member. Please notify your supervisor as soon as possible if you need to take bereavement leave.

For the purpose of this policy, immediate family is defined as spouse, child, grandchild, parent, sibling, grandparent and those same relatives of your spouse, and members of your immediate household.

Civic Duty Leave

NACA encourages employees to fulfill their civic duties. To that end, employees will be allowed to leave, unpaid, to serve on a jury, if summoned. We request that you provide a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a busy period potentially causing a hardship to the academy, we may ask you to request a postponement. NACA will provide additional documentation in this regard, if necessary, to obtain such a postponement.

While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her informed of your status. When the court obligation does not require a full day, the employee must return to work.

Military Service Leave

Employees serving in the Armed Forces, National Guard or Reserves may take an unpaid leave in accordance with all applicable laws.

Voting

NACA believes in our citizen's right to vote and encourages employees to fulfill them by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Polling facilities for elections for public office have hours that are scheduled to accommodate working voters. Flexibility in the work hours may be allowed to accommodate your right to vote. Notify your supervisor prior to Election Day, if you require any such accommodation.

Vacation Time

Personal leave may be used for the following and will be unpaid unless eligible:

- Medical and dental appointments for yourself or family members;
- Your personal illness, or that of a member of you family; or
- Personal business that cannot be tended to outside of work hours, e.g. a house closing. Personal leave is approved at the discretion of the program supervisor.

Vacation Eligibility – PTO eligibility will be determined by an employee's date of hire and years of service. Upon completion of one year of employment an employee will be eligible for one week's paid time-off; at three years an employee will be eligible for two weeks; at five years an employee will be eligible for three weeks; at ten years an employee will be eligible for four weeks, and; at 25 years an employee will receive 6 weeks of paid time-off. Paid time will be based on the employee's current standard work schedule and must be used within the anniversary year it is earned. Employees cannot be paid out for more PTO than what is used.

PTO benefits are designed to provide employees with an opportunity to spend time away from the job and/or care for themselves or their family with benefit.

Vacation Leave - NACA recognizes the importance of vacation time in providing rest, recreation and person enrichment. Vacation time is not guaranteed and must be submitted, in writing, with a minimum of two weeks' notice for authorization. Failure to give required notice may result in the denial of a request. Substitutes and program needs may prevent authorization of submitted time-off requests and may not allow for two consecutive weeks being taken at a single time. Vacation time is granted on a 'first-come-first-serve' basis and/or seniority. It is the employee's responsibility to ensure vacation time has been approved.

Sick leave must be communicated directly to the Director. Procedures for calling in to work are outlined in the new employee packet. It is clearly stated that the 'call-in' must be made by the employee ONLY and must be made, at minimum, two hours before the employees shift begins. If procedures are not properly followed the employee may be subject to appropriate disciplinary action. Employees will need to provide a doctors note for more than two consecutive missed days.

NACA employees are responsible for program health and wellness policies and therefore should not come to work if they suspect they are ill or contagious. If an employee feels that they have an infectious or communicable disease, as defined by the CDC, they are responsible for all applicable reporting. Employees may return to work when they are no longer contagious.

- See Glossary for Flu Guidelines and Prevention

Insurance and Health Care Benefits

NACA offers the following benefits which are contributory; that is, you are responsible for a portion or 100% of the premium of your benefits. Your contributory cost is deducted from your paycheck. The benefits offered are:

- **Health Care:** all NACA employees are eligible for health care benefits following 90 days of employment. If health care is denied at this time an employee may not elect to participate until the next open enrollment period. NACA will pay for a minimum of 50% of the monthly premium for the employee only.
- **Dental and Vision Insurance:** all NACA employees are eligible to enroll in dental and/or vision benefits following 90 days of employment. If dental and/or vision benefits are denied at this time an employee may not elect to participate until the next open enrollment period. The employee is responsible for 100% of the monthly premium.

These plans may be subject to change at the discretion of NACA. Additionally, the amount that you may be required to contribute towards the premiums for any of these plans may be subject to change.

Special enrollment is allowed when employees who have previously declined coverage to enroll in the plan upon loss of eligibility for other coverage and upon certain life events, such as marriage, death and the birth, adoption or placement for adoption of a child. Employees must generally request enrollment within 30 days of the loss of coverage or life event triggering the special enrollment.

Worker's Compensation

NACA provides a workers' compensation program to our employees. The program provides payment of your medical expenses and may provide reimbursement for lost wages sustained as the result of a work-related accident or illness.

If you are injured or think you have been injured while working, no matter how slightly, you must report the injury immediately to your supervisor to protect your eligibility for compensation and alert NACA to any workplace hazards.

Worker's compensation is intended to cover only work-related injuries and illnesses. Because of this, NACA will not be liable for the payment of worker's compensation benefits for injuries that might occur outside of work or during employee's voluntary participation in off-duty recreational, social, athletic or community-based activities, even if sponsored by NACA.

If you are injured on the job:

- a. Apply first aid as needed
- b. If the injury is serious contact emergency responders
- c. Report the injury to a supervisor and/or co-worker immediately to assist with your care
- d. Once able, complete the First Report of Accident and Notice of Accident. This form is to be completed with the support of the appropriate administrator.
- e. If medical attention is required, you must go to the Worker's Compensation approved provider: Concerta Medical Center, 801 Encino Place NE Suite E-12 (505-842-5151).

Child Care Benefits

NACA employees who have children and need child care receive a discounted rate of 50% of the standard tuition rates or the state issued co-payment. Administrative staff will receive free child care. Care will only be made available based on the following guidelines:

- Availability of space
- Your child/ren's care is provided only during the applicable staff person's work hours
- Tuition must be paid on time or applicable late fees will apply



Section 5: Employee Conduct

Prohibited Behavior

NACA must have each employee's support and cooperation in accepted standards of professional behavior. Failure to do so may lead to disciplinary action up to and including discharge from employment.

The following are unacceptable:

1. Failure to follow the Attendance and Punctuality Policy as outlined in this handbook.
2. Falsification or alteration of records, including but not limited to employment application, medical claims and time sheets.
3. Misuse, theft or unauthorized use of NACA property, equipment or the property of others.
4. Insubordination
5. Dating the parents of enrolled children.
6. Dating between supervisors and the employee's they supervise.
7. Child endangerment and/or actions that could jeopardize the safety of co-workers, families, clients or any persons on NACA property. Violation of NACA Drug and Alcohol-Free Workplace Policies.
8. Violation of NACA Harassment Policies.
9. Violation of NACA discrimination or ADA Policies.
10. Fighting, belligerence or aggressive conduct on NACA property.
11. The use of profanity or abusive language.
12. Threatening bodily harm to another employee, child, parent and/or client.
13. Carrying or displaying firearms, weapons or other dangerous items on NACA property.
14. Violation of NACA Confidentiality policies.
15. Unauthorized solicitation, sale of merchandise or collection of contributions, for any purpose, on NACA property.
16. Misuse of NACA property or materials. No merchandise, food, employee files etc may be removed from NACA premises. All files and paperwork are

the property of NACA.

17. As required by law, all campuses and NACA owned vehicles are smoke-free.
18. Engaging in conduct which interferes with the normal operations of NACA and jeopardizes the quality care and education of its students and families.
19. Failure to comply with any of the policies and procedures as outlined in this manual.

Dress Code and Personal Appearance

Employees have a direct impact on the image of NACA and should appear neat, clean and be dressed appropriately for the work being performed. Employees will be provided with a uniform shirt that must be worn every day including NACA sponsored training events. Uniform shirts may not be altered, the NACA logo must be visible. Please note that dress code may be flexible for theme weeks.

- NACA Dress Code Guidelines:
- No short, shorts – shorts need to be 3” above the kneecaps.
- No mini skirts.
- No leggings or gym clothes such as spandex.
- No sleepwear.
- Under clothing must be worn when appropriate and not visible – i.e. bra straps.
- Tattoos and piercings are acceptable, but any deemed offensive or excessive must be covered. Any tattoos that show nudity, racist symbols and/or bad words will need to be covered.
- Hair must be kept neat. Kitchen staff must have ALL hair pulled back and off the shoulders.
- Beards or mustaches must be clean and neatly trimmed.
- Shoes are to be appropriate to the employee’s job description and have back support (strap or closed in on the back). Flip flops are prohibited. Kitchen staff may not wear open toed shoes or have false or painted nails.
- Clothing must not be torn, have holes and must be clean and odor free. Uniform shirts must be properly maintained.
- No items with controversial advertising or messaging.

Technology, Computers and Electronic Communication

The use of NACA computer and telecommunication resources and other organization equipment by an unauthorized employee is not permitted. Personal computers, tablets and other electronic devices may not be used for NACA business. All employees will be expected to use their assigned devices in an efficient, effective, ethical and lawful manner. Devices must stay on NACA property unless otherwise authorized by program administrators.

Internet Access, Email and Right to Monitor: Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should be abused and must not affect the employee's performance of employment-related activities.

- NACA emails and internet systems are the property of the company. By accessing the Internet and electronic mail systems provided by NACA, you acknowledge that NACA (by itself or through its Internet Service Provider) may monitor, log and gather information on employee internet activity. Electronic mail is like any other form of NACA communication and may not be used for harassment or other unlawful purposes. Your email account is NACA-privilege. When you send an email from a NACA domain, you represent the company whether your message is business-related or personal.
 - Confidentiality of Electronic Email: As noted above, electronic email is subject at all times to monitoring, and the release of specific information is subject to applicable laws and NACA rules, policies and procedures on confidentiality.
- Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing or an incitement to violence.
- Employees must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property.
- In all circumstances, use of Internet access and email systems must be consistent with the law and NACA policies.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online or given to others if not authorized.
- Violation of this policy is a serious offense and, subject to the requirements of the law, may result in appropriate disciplinary action, up to and including terminations.

Social Media: The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking, web bulletin board or chat room, whether or not associated or affiliated with NACA, as well as any other form of electronic communication. The same principles and guidelines found in the NACA rules, policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects and employee’s job performance or the performance of fellow employees, or otherwise adversely affects NACA’s legitimate business interests, may result in disciplinary action, up to and including termination. This includes posting unauthorized pictures of children, families and/or co-workers which is prohibited. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or unlawful conduct will not be tolerated. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

- Please be mindful and careful when engaging in exchanges on social media with other employees, families, vendors, sponsors and the like, so that you do not disclose our confidential information to outsiders or the generic public. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter & Instagram) can violate the privacy of children and families. If you identify yourself as an employee of ours in social media, you may be subject to the applicable portions of this Employee Handbook with respect to that conduct.

Cell Phone / Phone Usage Policy

In order to maintain a safe and professional workplace, cell phone use is not permitted in the classrooms or while supervising children on campus. Cell phones must be properly stored when working with children. However, there may be times when either a cell phone or walkie-talkie will be required for safety when off-site during walks or field trips, this will be determined at the discretion of program administrator. **The use of a cell phone, in this instance, for personal purposes is prohibited.**

Access to NACA telephone systems is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and should not interfere with NACA business operations. All employees will observe the following:

- Center phones are not to be used for socializing
- There is a two-minute limit on all phone calls

- Phone calls should be made on an employee break
- Personal cell phones can be used for personal business ONLY when an employee is on break/lunch and not in a classroom

Outside Employment

NACA expects that all of its employees will be professionally committed to their position and responsibilities. NACA also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with NACA.

Employees who have questions regarding possible conflicts of interest should seek advice from their program Director.

Safety, Accident and OSHA Rules

Safety is a joint venture at NACA. We strive to provide a clean, hazard-free, healthy and safe environment in which to work, and we make every effort to comply with all relevant federal, state and local occupational health and safety laws. This includes the federal Occupational Safety and Health Act (OSHA). As an employee, you have a duty to comply with the safety rules of NACA, and you are expected to take an active part in keeping this a hazard-free environment, indoors and outdoors. You must observe all posted safety rules and adhere to all safety instructions. Your workspace should be kept neat, clean, disinfected (when appropriate) and orderly.

- The Occupational Safety and Health Administration (OSHA) regulates health and safety in the workplace. You are responsible to be familiar with and adhere to all OSHA guidelines. You will:
 - Adhere to all **Universal Precautions** when dealing with blood and/or all other bodily fluids, which includes but not limited to washing hands and wearing gloves to minimize exposure to bloodborne pathogens. All diaper changing, and toileting procedures must be followed as posted in all NACA classrooms.
 - 1) NACA's Exposure Control Plan: if you are exposed to contaminated materials or feel you have been exposed to blood or bodily fluids you must immediately clean contaminated materials and remove any exposed articles and store in a closed container. Then you will immediately notify your center Director.
 - 2) Gloves are provided for all employees.

- Adhere to **NACA lifting procedures**:
 - 1) Position yourself so that your feet are close to the base of the object to be lifted.
 - 2) Face the object squarely and get close. Bend your knees and squat over the item to be lifted. In this position, the back gets added lifting strength and power from the legs and arms. Your spine must act as a supporting column, and takes the least strain when close to the object to be lifter.
 - 3) Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
 - 4) Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the worker may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles. If you can't lift slowly, you can't lift safely.
 - 5) A good way to learn the right from the wrong way to lift is to practice lifting correctly a few times. You will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, over time, cause injury and pain.

Workplace Violence Prevention Policy

As stated above, NACA is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff and clients.

Workplace violence includes any physical assault or act of aggressive behavior including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement when warranted. All employees are responsible for helping to create an environment of mutual respect and maintaining a safe and secure work environment for each other as well as clients and visitors.

Unauthorized individuals may not be on NACA property. Never allow an individual to walk the grounds, indoors or outdoors, without being properly identified. If you suspect a stranger is on campus immediately notify the front desk.

Disciplinary Action and Termination of Employment

NACA is committed to the success and professional growth of every employee. Unsatisfactory standards of performance and conduct will be addressed following the disciplinary steps outlined below. This process provides the employee clarity on all Company policies and procedures as well as the opportunity to discuss and resolve performance issues. NACA is an “at-will” employer and reserves the right to accelerate the disciplinary action when deemed necessary and terminate employment without notice.

1. Verbal Reprimand – will be issued to communicate unsatisfactory standards of job performance and conduct and outline NACA expectations.
2. Written Improvement Plan – will be issued when the verbal reprimand has been ineffective in resolving unsatisfactory job performance. A written personal improvement plan allows the employee to work with NACA in resolving specified issues in a positive and proactive manner.
3. Formal Written Warning – will be issued when the Written Improvement Plan has been ineffective in resolving the outlined job performance issues.
4. Final Written Notice – will be issued as a final step in NACA’s commitment to resolving the previous outlined job performance issues.
5. Suspension- an employee may be suspended without pay for the specified amount time. The suspension can be issued at any point in the disciplinary process as deemed appropriate by NACA administrators.
6. Termination – this is the final consequence when the above-mentioned disciplinary steps have failed to change unsatisfactory behavior or job performance.

Visitors

Employees may not have any visitors during working hours. This includes spouses, friends, children, parents etc. Should an individual come on campus and request to talk to an employee it will be at the discretion of administrative staff to allow the employee to be released from their duties. If it is allowed, the interruption may not exceed 2 minutes. All visitors will be subject to proper protocols involving identification of unauthorized visitors.

Outside Child Care

NACA does not approve of an employee providing care (babysitting) for a child off hours. NACA is not responsible for an employee or child when unauthorized care is provided for a child away from the academy.

Non-Compete

NACA prohibits the solicitation of its clients and families for the purpose of providing paid child care services. If an employee terminates employment with NACA , then contracts with NACA families or uses NACA proprietary materials for the purposes of supplanting our services appropriate legal measures will be sought.

Section 6: Child Health, Safety and Curriculum

Regulatory Agencies

NACA employees are responsible to follow the regulations and standards as outlined by the state of New Mexico's Children, Youth and Families Department, available on newmexicokids.org and posted at each NACA campus. All other regulatory agency regulations will be followed, such as the NM State Health Department and current fire codes.

NACA Program Standards: NACA is a nationally accredited program and holds a 5-star license in the state of New Mexico. NACA employees are responsible to adhere to all national accreditation standards as outline in the NACA Job Description. NACA will not discriminate against children or families based on race, color, national origin, family structure, religion, sex, sexual orientation, disability, age etc. NACA has a standard of inclusion. Children with developmental delays and/or special health care needs are welcome.

Mandated Child Abuse Reporting

All NACA employees are mandated to report to Child Protective Services any suspicion of abuse and/or neglect as stipulated by NM state law. Abuse or neglect will not be tolerated. If you suspect a child is being abused or neglected, please notify your program Director who will assist you in making all the appropriate reports. Reports are to be made to the state issued hotline: 1-855-333-SAFE (7233) or text #SAFE.

Missing Child Policies and Procedures

What do you do when a child is missing? In the event a child is lost or missing, you are to immediately notify your supervisor and then count and search, again. APD will be called and your administrators will advise you from there.

Supervision of children is a basic job function as outlined in the NACA Job Description. Attendance must be taken daily using a system of counting while matching names to the children's faces to prevent double counting. A current list of children's names must be kept by all staff.

Handling an Injured Child

NACA employees will hold a current CPR and First Aid certification. In the event a child is hurt appropriate first aid should be administered, whether the injury be medical or dental (see Glossary for First Aid tips). Following the care of the injury,

within 20 minutes, the injury/accident should be documented, and administration notified. Parents or guardians will be notified immediately or at pick-up and will be required to sign acknowledgment of the accident or injury.

If a child should fall and is unable to get up, do not pick him or her up. Immediately call the front desk administrator to help check on the child and/or 911 as appropriate.

Disaster Control Plan

NACA will conduct monthly fire drills and quarterly shelter-in-place/lock down drills. NACA will provide all employees with a current copy of the NACA Disaster Control Plan. Disaster Control Plans will be reviewed upon hire and annually. Each child will have an emergency form kept in their classroom that will provide emergency contact information and authorization to treat medically if needed. Those forms must be kept with the children at all times.

- In the event of a fire employees will follow the evacuation plan posted on the exit door of their classroom and then adhere to the policies and procedures outlined in the Disaster Control Plan.
- In the event the building needs to be evacuated each campus will have a designated evacuation site listed on the Disaster Control Plan. Staff are to remain calm and follow all procedures to ensure the children's safety.
- In the event of a lock down children should be moved to an inner, designated space where a supply box will be kept.

NACA Job Descriptions and Programming

All employees will receive a NACA Job Description. The Job Description will outline program standards, policies and procedures for:

- Supervision
- Classroom health and safety Physical Environment and Equipment
- Teacher-child interactions and discipline
- Curriculum
- Confidentiality Policies and Procedures

Job Descriptions are updated as needed and subject to change. Employee job expectations are tied to the current NACA Job Description and all updates will be given, in writing, to staff.

Diapering and Handwashing procedures are posted in classrooms and will be reviewed during orientation and annually thereafter. Employees are required to adhere to all health standards.

Sick Child Policy

NACA is not licensed to care for sick children. If a child has become ill, at school, the family should be immediately notified, the child will be separated from other children and the child sent home. Children may not return to school until they are symptom free for a minimum of 24 hours. Employees will conduct a Daily Health check when a child arrives to school each day to ensure their wellness. A child will be sent home when they have:

- a fever of 100.4 or more
- vomited or had two loose bowel movements
- an undiagnosed rash or allergic reaction
- any other symptoms that appear contagious, determined at the discretion of the site Director

Handwashing Policy

Employees are to follow all handwashing policies and procedures (please see Glossary). Employees are to guide and teach children to wash their hands before and after the following:

- Before and after any food service (activities, preparation, table setting etc)
- Before and after meals
- Before and after toileting and/or diapering (after only for children)
- After assisting children with toileting or any bathroom activity
- After having any contact with bodily fluids, such as blowing a nose or cleaning blood
- Upon arrival to the classroom, including coming in from outside
- After handling any animals (including, fish, insects or reptiles)
- Before and after using a sensory table

Infant and Toddler Health Procedures

Employees working in the infant and toddler classrooms will have an addendum to their job descriptions outlining specific job expectations. Infants and toddlers have special health concerns that must be followed in order to provide quality care. The classroom environment must be kept clean, free of small objects that would pose a choking hazard and any mouthed toys or equipment must be immediately sanitized or removed.

Safe Sleep: infants 12 months and younger must always be put to sleep on their backs on a firm mattress with tight fitting sheets. Nothing should ever be put in an infant's crib, including but not limited to blankets, bumper pads, soft toys etc. Infants may never be put to sleep in a swing, sassy seat or any other stationary carrier. If an infant were to fall asleep in any of those devices they must be moved to their crib.

Shoe Covers: Anyone entering the infant classroom must wear shoe covers. Infants spend a great deal of time on their tummies and it is important we maintain a healthy classroom environment. NACA employees will take great care to keep our carpets and flooring clean for our babies.

Medication Policy

NACA will administer medications to students only when it has been properly authorized by a child's legal guardian. Families will need to complete a Medication Authorization form and bring all medications in their original containers. Medications will be administered by authorized personnel only; a list of authorized staff is posted on the Employee Information Board. The NACA Family Handbook outlines the proper procedures for signing in medications. Medications cannot be stored in classrooms and must be kept out of reach of children.

NACA employees will apply sunscreen and diaper cream to children as needed. All creams are considered medications and therefore must have a parent authorization form on file. All creams must come in their original containers and be properly labelled with the child's full name. Sunscreen, diaper creams and lotions may never be shared between children.

Transportation and Field Trips

Employees may be responsible to take children on field trips. Field Trips will be planned in advance and families will be given proper notice. Each child must have a completed Field Trip Permission form in order to participate. All attendance and supervision policies will be followed before, during and after all field trips. Employees are responsible for the safety and well-being of children when off sight. This includes being responsible for student emergency forms, first aid kits and water.

Children 4 and older are authorized to participate in field trips. NACA will provide safety seats when applicable and will follow CYFD regulations on all child safety procedures and protocols.

Facility Maintenance Policy

Employees are responsible for the care and maintenance of their classroom, the playground and all other community spaces. Employees are responsible for daily cleaning tasks which include the classroom, bathrooms and dining areas. NACA

campus' must be free of debris, hazardous materials and potential dangers. Providing a safe environment for the children, families and staff are a priority. Employees are required to check for safety hazards daily. If something is broken or needs repair a Maintenance Work Order form is required. If there is a serious hazard that could potentially pose a risk to the children and/or staff you must notify your administrative staff immediately.

Routine indoor and outdoor inspections are done by authorized staff daily, weekly and/or monthly as applicable.

Discipline and Guidance Policy

All NACA employees will adhere to the following policies:

- Corporal or physical punishment in any form is prohibited.
- No child will ever be subjected to emotional abuse such as humiliation, teasing etc.
- Verbal abuse such as taunting or use of sarcasm is prohibited. Harsh or profane language and threats of any kind will not be used.
- No child will ever be denied food, toileting, outside play or rest privileges as a form of punishment.

NACA employees/teachers will use positive guidance and/or redirection to help a child refocus unwanted behaviors. Teachers will assist children through their negative emotions and help them find alternatives to challenging social interactions. They will address a child's behavior with positive but firm language, clear and consistent limits and developmentally appropriate expectations.

NACA employees/teachers will support children by providing opportunities to learn pro-social skills. They will praise and recognize children for appropriate and positive behaviors and encourage their self-regulation. They will build and focus on the behaviors they want to see while minimizing the attention for unwanted interactions. Self-calming, breathing exercises, problem-solving techniques and choices will help young children to develop in a positive manner that is incorporated into their daily experience.

If a child displays inappropriate behavior on an ongoing basis, the director will follow Noah's Ark Children's Academy *Behavior Management Plan* which includes an outline of NACA suspension policies. A parent meeting will be required to set-up a specific program – agreed on by all parties – to implement during daily programming. NACA teachers will be required to participate in all parent-teacher meetings as requested.

Mental Health and Wellness

Teacher's play a significant role in promoting children's social-emotional development. Every NACA employee is an educator and should know how crucial it is for children to reach emotional milestones. Psychological wellness is essential to healthy development. NACA teachers will provide curriculum and design daily interactions to build a child's language skills and enhance communication. They will work on self-regulation and impulsivity by helping children understand their own emotions, express them and learn better ways to direct their energy. Small children exhibit aggressive behaviors when they do not know what else to do and they can become overwhelmed with emotions they do not understand, so they respond in physical ways. Our goal is to build a safe and nurturing community that guides young children through their emotional development. We promote mental wellness by:

- Creating classrooms that are supportive, responsive, respectful and interactive.
- Teaching effective social, communication and problem-solving skills.
- Identifying and referring children who may exhibit signs of emotional and/or behavioral difficulties such as, excessive anger, aggressive behavior, or difficulty making and/or keeping friends. We work collaboratively with families to find appropriate community resources or health consultants. In the event of a mental health emergency we will call the child's legal guardian unless their health and well-being are in jeopardy.

Curriculum Learning Environments

At NACA, we value each stage of a child's growth and development. Our classrooms are designed to guide children through each developmental milestone. We do this by providing strategies and curriculum that will allow children to thrive through the integration of hands-on learning experiences, age-appropriate concepts and curriculum.

NACA is committed to educating the whole child: cognitively, emotionally, socially and physically. Teachers are responsible to post weekly lesson plans in the classroom developed using the New Mexico Early Learning Guidelines and a research-based curriculum that uses an active learning approach to validate and improve academic learning in young children. NACA encourages active participation that includes children sharing ideas and suggestions for learning as well as building cognitive and problem-solving skills. Children learn best doing and choosing where they want to work during the day. This creates an intentional and thought-provoking classroom that challenges young learners.

In our classrooms teachers facilitate learning by:

- **Active Learning** – Through active learning children are encouraged to interact with materials in structured learning areas while sharing ideas and thoughts with their teacher. Children explore their environment manipulating materials while forming their own hypothesis.
- **Adult-Child Interactions** – Adults focus on children’s individual interests and strengths allowing children to share their experiences and building on their ideas.
- **Learning Environments** – Teachers provide a wide range of materials both indoors and outdoors to allow children to explore, manipulate and use in a variety of ways.
- **Assessments** – While children explore in their work areas teachers observe and document their play. Teachers use that information to help guide lesson planning, so they are extending each child’s individual learning. This will lead purchasing decisions which ensures that materials are used to enhance each child’s growth. Teachers will use a portfolio assessment tool.
- **Daily Routines** – Children will have a consistent daily routine that supports children in their social and emotional growth. Predictability creates consistency and stability for young children when they are in an educational setting.
- **Plan-Do-Review** – Children’s plans come from their own ideas and interest. Their planning will guide their choices in what learning areas they will work each day. Before children transition to a new activity they will meet in small groups to review their plans and daily ideas.

Conscious Discipline: At NACA, we utilize Conscious Discipline, which is a child-centered approach to behavior management that focuses on building strong connections with children, teaching emotional regulation skills, and guiding behavior through understanding their underlying feelings. We use a variety of techniques, such as creating safe places, play based learning, teaching self-regulation strategies and practicing active listening to support the Conscious Discipline method.

NACA believes that young children learn best in an environment that is designed to stimulate curiosity and discovery by providing hands on learning experiences. Academic content areas are integrated into our curriculum to ensure each child's learning experience is exciting and meaningful.

Section 7: Family and Community Engagement

Family Engagement and Communication

NACA employees are to welcome and encourage families to become involved in our academy. We have an 'Open Door' policy. The classrooms and playgrounds are always in need of volunteers. Parents are an important part of providing quality care and therefore should always be welcome. Volunteers must never be left alone with children. Here are some ways you can encourage family engagement:

- Invite families for lunch
- Have a parent share a talent, craft or cultural tradition
- Allow families to come and read to the class or different classes
- Ask them to chaperone field trips or special events
- Create a 'Wish List' and ask families to help bring special items into the classroom

Your goal as a NACA employee is to create relationships with families that build a culture of mutual respect, cooperation and community. We encourage families to share their culture and family traditions throughout their child's enrollment. Always be sure to greet families as they enter the building, the classrooms or the playground. Greeting and departure times are important moments to connect with families, share information and build trust.

Parent Communication: Employees are to communicate classroom concerns, incidents, accidents, activities and events to enrolled families. Communication should be respectful, honest and professional. If a parent or guardian has a complaint or concern that they bring to your attention, you need to listen and attempt to help resolve their issue. If the parent or guardian is upset, and the concern cannot be solved, you will ask them to speak with the program Director and/or Assistant Director. Employees will be responsible to follow-up with the administrative staff to ensure the concern or grievance has been communicated. No concern is too small or unimportant. NACA is an academy focused on quality and therefore values feedback in all forms. Family grievances are to be documented and used for program growth and improvement.

Parent-Teacher Conferences: Conferences are required twice a year, at minimum. Classroom teachers are responsible for the professional preparation and execution of all conferences.

Family Custody Disputes

NACA will not get involved in family custody disputes. Our focus will be the child, their well-being, safety and security. Children will only be released to custodial guardians and adults that have been authorized by those guardians. NACA will abide by the most current court documents as provided by the family. Employees are not to share information regarding child custody issues with unauthorized personnel, families and/or friends. If an employee has questions regarding a child's custody situation or regarding who is authorized to pick-up a child they are to contact the front desk staff or program Director.

Pick Up Policy of a Person Who Appears to be Impaired

NACA staff are authorized, in good faith, to postpone pick up if they believe that an adult may be under the influence or impaired. Employee are not to put themselves, children or others at risk. Due to a parent's legal right to immediate access we cannot deny a custodial parent access to their child even if impairment is suspected. However, we will make every attempt to keep the child safe including but not limited to calling Albuquerque Police Department and/or Child Protective Services. Any other authorized person who appears to be impaired and attempts to pick up a child will be denied access to the child and the staff will contact the child's immediate family.

Community Events

Employees will be asked from time-to-time to participate in community or parent events. These events may be in the evening or on the weekends and will be paid. Ample notification will be given as applicable.

Section 8: General

Outside Solicitation

NACA strictly discourages outside solicitation of any kind.

Media Inquiries

Inquiries from the media such as the newspaper, radio etc must be immediately referred to the Director. If you are approached by any media entity politely say you are not authorized to discuss confidential information and refer them to the Director.

Dealing with Loss and Death

Dealing with the loss of a loved one, a student, a co-worker or a child's friend can be difficult and emotionally stressful for our staff and the families we serve. We understand that children grieve differently and will require additional support when dealing with death. NACA will provide help to children and families by:

- Communicating with families about the loss and providing a safe environment to discuss how best to support the child during their bereavement.
- Providing resources that encourage children to express their thoughts and feelings, such as books and guest counselors.
- Reassuring families that it is normal for children to show changes in behavior when sad, but with support and time, they will heal from grief and trauma.
- Reassuring the child that being sad and/or angry is normal and outbursts or tears are a normal part of grieving.
- Responding sensitively to children's questions and using language this is developmentally appropriate.
- Working with families and classrooms to keep routines consistent and predictable.
- Seeking support for families, and staff if needed, from professionals such as counsellors, doctors and health specialists.

Additional Employee Guidelines

Employees will abide by all policies and procedures outlined in this handbook and on the applicable job description. Policies and procedures are reviewed annually in a variety of ways including but not limited to staff meetings, in-service trainings and newsletters. If you have any questions please ask your program Director, or anyone outlined on the NACA Chain of Command.



Acknowledgement and Release Form

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by Noah's Ark Children's Academy. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of NACA has the authority to enter into any agreement guarantying employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing.

No employee handbook can anticipate every circumstance or question about policies. As NACA changes, the need may arise to change policies described in this handbook. NACA reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, NACA will notify all team members of such changes. This Handbook supersedes any previous Employee Handbook. My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook.

My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and procedures indicated.

Please date, print and sign your name and return this form to your supervisor.

X

Employee Printed Name

X

Employee Signature

X

Date

Appendix

Contents:

NACA Organization Chart

Diaper Changing Procedure

Toilet Learning Guidelines

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Table Sanitation Procedure

Safe Sleep for Infants

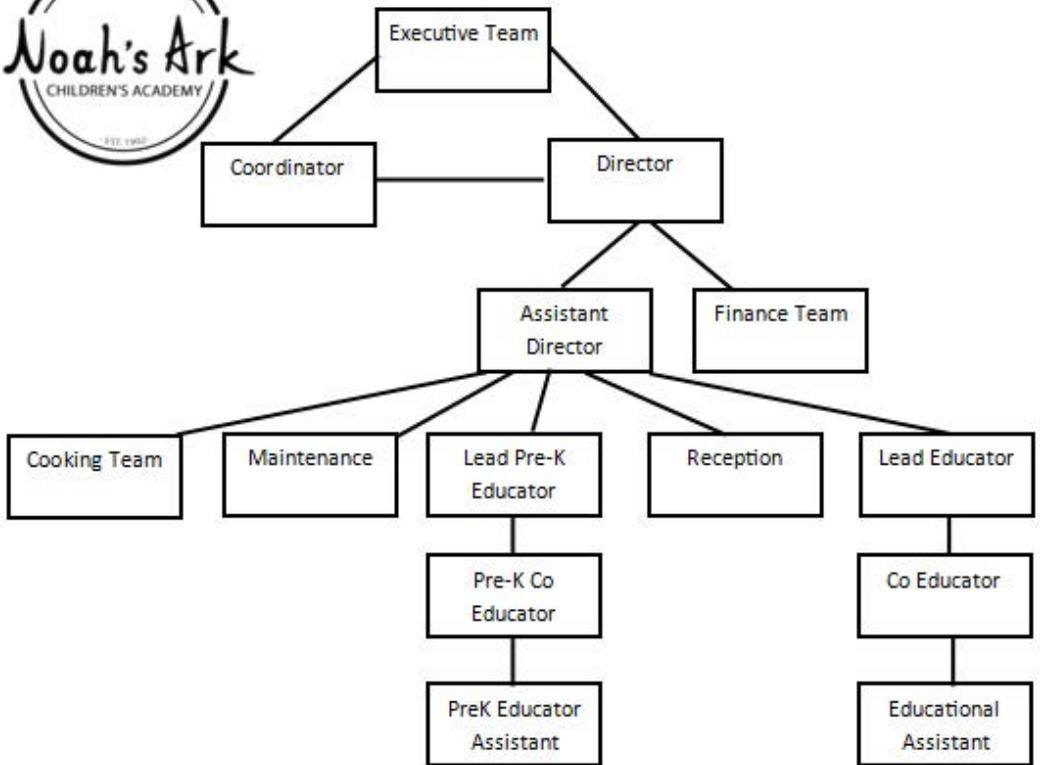
Food handling Procedure

2025 Recommended Immunizations for Children from Birth to 6 yrs.

Preventable Diseases and the Vaccines that Prevent Them

Flu Guidelines, Prevention and Care First Aid Tips

Storage and Preparation of Breast Milk



Diapering Procedure

All staff is required to follow the proper diapering procedure. This procedure is implemented in a way that helps reduce to spread of communicable disease.

1. Before you bring child to diaper changing area **WASH YOUR HANDS.**
2. Gather all needed supplies:
 - a. wipes
 - b. diaper, change of clothes
 - c. diaper cream, gloves
3. Carry child to changing table, keeping soiled clothing away from you.
4. Put **GLOVES ON.**
5. Unfasten the soiled diaper but leave it under the child. Lift the child's legs as needed and use the disposable wipes to clean the child. **WIPING FRONT TO BACK**, using a fresh wipe every time.
6. Put the soiled wipes into the soiled diaper and fold diaper inward, dispose of diaper in hands-free covered container.
7. **REMOVE GLOVES** and place them in hands-free container.
8. Use a disposable wipe to clean your hands, and another wipe to clean the child's hand. Dispose of wipe in hands-free container.
9. Place clean diaper under the child and use tissue or paper towel to apply any necessary diaper cream. Dispose of the tissue in hands-free container.
10. **WASH THE CHILD'S HANDS** and return them to the group.
11. Spray changing table with soap and water solution. Wipe clean using a paper towel.
12. Spray diaper changing table with sanitizing solution, allow solution to set for 2 minutes before wiping.
13. **WASH YOUR HANDS.**

Toilet Learning Guidelines

We at Noah's Ark Children's Academy are happy to play a vital role in a child's toilet learning. Our teachers and administrative staff will work closely with families to assure continuity between home and school while keeping toilet learning positive. Before a child is ready for toilet learning two things must be present:

- 1) **Physiological Ability** – most children develop the ability to control their bowels between the age of two and three. A typical sign of bladder muscle control is when a child is aware they have soiled their diaper, this can be as simple as separating themselves from group play when wetting or pointing to their diaper.
- 2) **Desire on the Part of the Child** – some signs are the child's ability to manipulate their own clothing, sitting on the potty without being directed and/or articulating they have wet themselves.

We ask that families do not use pull-ups. Pull-ups delay a child's ability to understand the mechanics of toilet learning. Teachers should ask families to provide multiple changes of clothing each day. Soiled clothing should be properly sealed and stored and picked up at the end of each day.

Children should never be unattended in the bathroom. Unauthorized personnel are prohibited from observing or entering the toileting area when in use.

The Highscope™ curriculum uses a Daily Routine that allows for regular potty breaks. We will not force any child to use the toilet, nor will we punish children for not using the toilet. Attempting to potty train a child before they are ready can be detrimental to their normal growth and development

Handwashing Procedure

Teachers instruct children on hand washing by breaking the process into meaningful steps. The handwashing procedure must be posted at each handwashing sink.

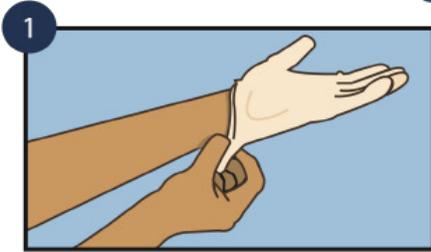
Staff and children wash their hands at the following times;

1. Before and after any food service activity (including preparation, handling, setting the table, or serving);
2. Before and after meals or snacks;
3. Before toileting or changing diapers/pull-ups (for staff ONLY);
4. After toileting or changing diapers/pull-ups (for staff and children);
5. After assisting a child with toilet use or toileting accidents;
6. After having any contact with bodily fluids (including mucous);
7. Upon arrival to the classroom, including coming in from outdoors;
8. After handling any animals (including fish, insects and reptiles).

***Please Note:** All staff, children and volunteers must use a state approved handwashing procedure or the following handwashing procedure:

9. Thoroughly rub damp hands with liquid soap, optimally for 20 seconds but no less than 10, and rinse off hands with warm, clean, running water.
10. Dry hands with a single-use paper towel or dryer and turn off faucet with the paper towel or other hands-free method to prevent re-contamination.
11. Deposit used paper towel into hands-free trash receptacle.

Gloving Procedures



Put on a clean pair of gloves and provide care.



Remove each glove carefully. Grab the first glove at the palm and strip the glove off. Touch dirty surfaces only to dirty surfaces.



Ball-up the dirty glove in the palm of the other gloved hand.



With the clean hand strip the glove off from underneath at the wrist, turning the glove inside out. Touch dirty surfaces only to dirty surfaces.



Discard the dirty gloves immediately in a hands-free trash can. **WASH YOUR HANDS.** Remember - wearing gloves is not a replacement for hand washing.

Table Sanitation Procedure

1. Remove food and other soiled items. Spray table or highchair tray with the soap-water solution and wipe down with a disposable paper towel.
 2. Sanitize the eating surface. Spray the table/tray with bleach-water solution (or other NACA approved sanitation solution) and wait at least 2 minutes before wiping with a disposable paper towel. The sanitizing solution can be allowed to air dry.
 - The surface must not be sprayed and immediately wiped!
- Changing table surfaces should be sanitized using the same process listed above. Sanitation solutions must always sit for a minimum for two minutes.

Safe Sleep for Infants

Infants are to be put on their backs for sleeping, always, as stipulated by the American Academy of Pediatrics (AAP). Guidelines for Infant Sleep Safety and Sudden Infant Death Syndrome (SIDS) risk reduction include:

- Sleeping on the back
- Sleeping on a flat, firm, tight fitting mattress with tight fitting sheets

The following items are prohibited in the crib:

- Soft toys
- Blankets
- Bumpers
- Pillows and/or boppies
- Swaddling
- Earrings, necklaces and jewelry of any kind
- Bibs
- Items with strings or any pacifiers with attachments

Please note: If there is a medical reason for any exceptions to the current safe sleep plan, a physician's notes must be on file and documentation of a care plan must be present.

Food Handling Procedures

Employees will follow all food handling procedures. This will reduce the risk of passing any food-borne illness. The following will be the standard:

- The cook and other authorized staff will prepare the food for the children. This includes breakfast, lunch, and snack.
- Food must be prepared with a minimum of handling, with suitable utensils, and on surfaces that have been properly cleaned and sanitized.
- Food will be served immediately and kept at proper temperatures.
- Left over food will be immediately refrigerated and labeled with the date.
- Raw fruits and vegetables must be thoroughly washed with water before cooking or serving.
- Cooks and all employees will wash their hands and wear kitchen grade gloves whenever handling food in any form.
- The tops of all cans must be thoroughly washed before opening.
- The refrigerator must be kept at a temperature of 41° Fahrenheit and the freezer, 0 degrees or below.
- Potentially hazardous foods must be thawed under refrigeration.
- When serving food, each bowl must have its own serving spoon. The food must remain covered until served.
- The kitchen will provide a sufficient amount of food for each child being served. Employees must ensure that all food items are being offered during the meal and that they sit with the children to ensure CACFP Family Style Dining compliance.
- Employees who have to assist with serving food to children will wash their hands and then wear kitchen grade serving gloves. Gloves will be worn during all nutrition education activities.

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumo-coccal	PCV13 vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women —can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTaP combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

2025 Recommended Immunizations for Children from Birth Through 6 Years Old

Your child needs vaccines as they grow! 2025 Recommended Immunizations for Birth Through 6 Years Old

Want to learn more?
Scan this QR code to find out which vaccines your child might need. Or visit www2.cdc.gov/vaccines/childquiz/



VACCINE OR PREVENTIVE ANTIBODY	BIRTH	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	7 MONTHS	8 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19 MONTHS	20-23 MONTHS	2-3 YEARS	4-6 YEARS
RSV antibody	Depends on mother's RSV vaccine status						Depends on child's health status							
Hepatitis B	Dose 1	Dose 2			Dose 3									
Rotavirus			Dose 1	Dose 2	Dose 3									
DTaP			Dose 1	Dose 2	Dose 3				Dose 4					Dose 5
Hib			Dose 1	Dose 2	Dose 3			Dose 4						
Pneumococcal			Dose 1	Dose 2	Dose 3			Dose 4						
Polio			Dose 1	Dose 2	Dose 3								Dose 4	
COVID-19					At least 1 dose of the current COVID-19 vaccine									
Influenza/Flu					Every year. Two doses for some children									
MMR								Dose 1						Dose 2
Chickenpox								Dose 1						Dose 2
Hepatitis A								2 doses separated by 6 months						

KEY

- ALL children should be immunized at this age
- SOME children should get this dose of vaccine or preventive antibody at this age

Talk to your child's health care provider for more guidance if:

1. Your child has any medical condition that puts them at higher risk for infection.
2. Your child is traveling outside the United States. Visit www2.cdc.gov/travel for more information.
3. Your child misses a vaccine recommended for their age.



FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: www2.cdc.gov/vaccines/childquiz/



Flu Guidelines, Prevention and Care

Handwashing is the #1 way to prevent the spread of illness including, but not limited to the flu.

Flu Symptoms

Flu is different from a cold. As it usually comes on suddenly. People who are sick with flu often feel some or all of these symptoms:

- Fever* or feeling feverish/chills
- Cough, sore throat, runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

**It's important to note that not everyone with flu will have a fever.*

If you get sick:

1. Take Antiviral Drugs, if prescribed by a doctor

2. Take everyday precautions to protect others while sick

- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Clean and disinfect surfaces and objects that may be contaminated with germs like flu.

3. Stay home until you are better

- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. Your fever should be gone without the use of fever-reducing medicine.

STORAGE AND PREPARATION OF BREAST MILK

BEFORE EXPRESSING/PUMPING MILK

Wash your hands well with soap and water



Inspect the pump kit and tubing to make sure it is clean.

Replace moldy tubing immediately



Clean pump dials and countertop.



STORING EXPRESSED MILK



Use breast milk storage bags or clean food-grade containers with tight fitting lids.



Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).

HUMAN MILK STORAGE GUIDELINES

TYPE OF BREAST MILK	STORAGE LOCATIONS AND TEMPERATURES		
	Countertop 77°F (25°C) or colder (room temperature)	Refrigerator 40 °F (4°C)	Freezer 0 °F (-18°C) or colder
Freshly Expressed or Pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best Up to 12 months is acceptable
Thawed, Previously Frozen	1-2 Hours	Up to 1 Day (24 hours)	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding (baby did not finish the bottle)	Use within 2 hours after the baby is finished feeding		

STORE

Label milk with the date it was expressed and the child's name if delivering to childcare.

Store milk in the back of the freezer or refrigerator, not the door.



Freeze milk in **small amounts of 2 to 4 ounces** to avoid wasting any.

When freezing leave an inch of space at the top of the container; breast milk expands as it freezes.

Milk can be stored in an insulated cooler bag with frozen ice packs for **up to 24 hours** when you are traveling.

If you don't plan to use freshly expressed milk **within 4 days**, freeze it right away.

THAW

Always thaw the oldest milk first.

Thaw milk under lukewarm running water, in a container of lukewarm water, or overnight in the refrigerator.

Never thaw or heat milk in a microwave. Microwaving destroys nutrients and creates hot spots, which can burn a baby's mouth.

Use milk **within 24 hours** of thawing in the refrigerator (*from the time it is completely thawed, not from the time when you took it out of the freezer*).

Use thawed milk **within 2 hours** of bringing to room temperature or warming.

Never refreeze thawed milk.

FEED

Milk can be **served cold, room temperature, or warm.**

To heat milk, place the sealed container into a bowl of warm water or hold under warm running water.

Do not heat milk directly on the stove or in the microwave.

Test the temperature before feeding it to your baby by putting a few drops on your wrist.

It should feel warm, **not hot.**

Swirl the milk to mix the fat, which may have separated.

If your baby did not finish the bottle, leftover milk should be used **within 2 hours.**

CLEAN

Wash disassembled pump and feeding parts in a clean basin with soap and water. **Do not wash directly** in the sink because the germs in the sink could contaminate items.

Rinse thoroughly under running water. Air-dry items on a clean dishtowel or paper towel.

Using clean hands, store dry items in a clean, protected area.

For extra germ removal, sanitize feeding items daily using one of these methods:

- clean in the dishwasher using hot water and heated drying cycle (*or sanitize setting*).
- boil in water for 5 minutes (*after cleaning*).
- steam in a microwave or plug-in steam system according to the manufacturer's directions (*after cleaning*).



June 2019



Centers for Disease
Control and Prevention
National Center for Chronic
Disease Prevention and
Health Promotion

**FOR MORE INFORMATION,
VISIT:**

<https://bit.ly/2dxVYLU>

Noah's Ark Children's Academy Mission

Providing New Mexico's children the best opportunity to succeed.

Noah's Ark Children's Academy Vision

Strengthening the community through the arms of the children.

