HEARTLAND EARLY EDUCATION
SUPPLEMENTAL EMPLOYEE HANDBOOK

HEARTLAND
Early Education

7/1/2024 – 6/30/2025

This is a supplemental document to the Salina Public Schools USD #305 Support Staff Handbook.

Our Vision

Committed to a Lifetime of Learning

Our Mission

To inspire and empower
families and children
through quality education.

Welcome

Welcome to Heartland Early Education! We are pleased to have you as part of our staff and hope you will find your employment with us to be an exciting and rewarding experience. The purpose of this Employee Handbook is to introduce you to Heartland Early Education and to acquaint you with the policies, procedures, practices, and benefits that control, guide and enhance your employment with Heartland Early Education/Salina Public Schools USD #305. This handbook is informational rather than contractual in nature.

As an employee of Heartland Early Education, you are also an employee of Salina Public Schools USD #305. All employees are required to understand and comply with the Heartland Early Education Supplemental Employee Handbook, Salina Public Schools USD #305 Support Staff Handbook and the Salina Public Schools USD #305 Board of Education Policy Manual. All documents can be found on the district website: www.usd305.com. Please refer to this site for further clarification of policies.

Heartland Early Education reserves the right to deviate from this handbook for any good faith reason and reserves the right to make changes to this handbook at any time including deletions, additions, or other modifications. All changes will be effective immediately upon publication by the director or designated representative and subject to approval by the Policy Council and Salina Public Schools USD #305. Changes shall be in writing and will be available online.

One of your first responsibilities is to familiarize yourself with the contents of this handbook. Please read this handbook carefully and retain it for future reference. Direct any questions regarding the contents to your immediate supervisor, program coordinator, director, or human resources specialist.

As a condition of employment you are required to sign, date, and return the "Employee Handbook Acknowledgement" form to verify you have read this handbook, understand its provisions, and agree to comply with its terms during your employment with the agency.

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Heartland Early Education Supplemental Employee Handbook approved by:

Salina Public Schools USD #305 Human Resources – 7/1/2022

Employment At-Will

All employees covered under this handbook are considered "at-will" employees and this handbook is to serve only as information relevant to employment and in no way is to be construed as an employment contract. Employment in "at-will" positions may be terminated by Salina Public Schools USD #305 at any time.

Notice of Nondiscrimination

Unified School District 305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

Modification of Rights Disclaimer

Heartland Early Education and Salina Public Schools USD #305 reserves the right to implement, change, promulgate, interpret or eliminate any provision contained within the Heartland Early Education Supplemental Employee Handbook at any time.

1. EMPLOYMENT POLICIES

a. Standards of Conduct

All staff, consultants, contractors and volunteers must abide by these standards of conduct. Violating the standards of conduct will result in disciplinary action, up to and including termination. Questions and clarifications should be directed to the supervisor, program coordinator, human resources specialist, or the director. Refer to policy PP0019, Standards of Conduct for more information.

According to the Head Start Program Performance Standards outlined in 1302.90, the Standards of Conduct include, but are not limited to, the following:

1. Implement positive strategies to support children's well-being and prevent and address challenging behavior;
2. Do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must **not**:
    i. Use corporal punishment;
    ii. Use isolation to discipline a child;
    iii. Bind or tie a child to restrict movement or tape a child's mouth;
    iv. Use or withhold food as a punishment or reward;
    v. Use toilet learning/training methods that punish, demean, or humiliate a child;
    vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
    vii. Physically abuse a child;
    viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
    ix. Use physical activity or outdoor time as a punishment or reward;
3. Respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of the Head Start Program Performance Standards and applicable federal, state, local, and tribal laws; and,
5. Ensure no child is left alone or unsupervised. When staff supervise children, they should place themselves so they are visible to other staff.
6. Staff will not release children from the classroom or bus to anyone other than the authorized parent, guardian, or other adult authorized in writing by the parent or guardian. Prior notification must be received from the parent that an alternate authorized adult will be picking up the child. If staff do not know the authorized adult on the release list, staff will require the person to provide a photo identification to establish their identity prior to the child's release.

7. Staff is required to abide by all policies, including federal and state laws, related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by the supervisor.
8. Staff may not use their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. No employee may participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Employees or agents of Heartland Early Education will not solicit or accept gratuities, favors, or anything of significant monetary value from contractors or subcontractors, vendors, potential contractors, or parents.
9. Staff will portray a professional and positive role model for children, families, and other staff, both inside and outside of work.
10. Employees will discourage personal gifts and will not accept any gift or other valuable things offered in the course of work or in connection with it when such a gift is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
11. Employees shall not accept nor receive money in the form of tips or rewards for services rendered.

b. Confidentiality Policy

Efforts are made to ensure the security and confidentiality of personnel, child and family files. Refer to policy PG001 Confidentiality for further information.

1. Confidentiality is strictly enforced.

2. The confidentiality concerning information about the child, family or other staff members is closely observed. Information may be shared with other staff when it is necessary for the best interest of the child/family.

3. No information regarding a Heartland child or family will be shared with persons outside Salina Public Schools USD #305 unless authorized in writing by the parent.

4. We ensure confidentiality by following these procedures:
   a. Files are kept under lock and key.
   b. Emergency phone numbers and addresses must be secured and out of sight of non-employees, but readily available to staff in an emergency.
   c. Only authorized staff members may access staff, child and family files. Files cannot be left unattended. Staff shall never leave staff/child/family folders out when not present.
   d. Staff will not discuss confidential information regarding a child, family or staff person in a place where others can hear.
   e. If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.
   f. Staff is trained in how to maintain confidentiality.
   g. When in public settings, staff will not acknowledge enrolled children or families unless they are first approached by the parent and child in order to maintain the confidentiality of enrolled children and families.

5. The sharing of information with community partners is done in accordance with this Confidentiality Policy.

6. Violation of the Confidentiality Policy by any employee, volunteer or consultant may result in disciplinary action, up to and including termination.

c. Child Abuse Policy

1. Names of all staff, substitutes and regular volunteers will be submitted for KBI and/or DCF (Department of Children and Families) Registry checks.
2. Any staff or community volunteers with a history of abuse, neglect or crime against persons will be privately terminated.
3. All staff, by law, is required to report suspected child abuse and neglect and will be trained to recognize it.
4. Heartland Early Education procedures for reporting child abuse and neglect:
   a) The employee will make a report to DCF if child abuse or neglect is suspected. It is encouraged staff will report the information to their supervisor. If staff need further guidance, he/she will contact their supervisor. If the supervisor is not available, staff will follow the chain of command.
   b) Following the phone call to DCF, a report form will be completed and faxed to DCF on the day of the incident.
   c) The DCF report will be attached to the contact sheet and routed to the Heartland Early Education Director the day of the report.
   d) Any further contact with DCF concerning the incident will be documented.
5. Refer to policy PP1063 Identification and Reporting of Suspected Child Abuse and Neglect, and Sexual Abuse for further information.

d. Criminal Record Background Checks

In order to provide a safe working environment for children, families, and staff, Heartland Early Education, along with Salina Public Schools USD #305, conducts background checks. All employees hired to work in a Head Start/Early Head Start facility, along with regular volunteers, contractors and consultants, must receive a satisfactory criminal background check before beginning employment with the program. Background checks will be completed at least once every five years. Refer to policy PP013 Criminal Background Checks for further information.

e. Political Activities

1. Heartland Early Education and any individual employed by, or assigned to or in, Heartland (during the hours in which such individual is working on behalf of Heartland), shall not engage in:

   a) Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office; or

   b) Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.
2. No funds appropriated may be used to conduct voter registration activities. Nothing prohibits the availability of Head Start facilities during hours of operation for the use of any nonpartisan organization to increase the number of eligible citizens who register to vote in elections for Federal office.
3. Refer to policy PP005 Political Activities for further information.

f. Social Media

Social media (the use of web-based technologies to turn communication into interactive dialogue) presents increased challenges in maintaining appropriate professional boundaries. Staff should exercise caution when utilizing any social media provider (Facebook, Twitter, blogs, etc.).

1. Staff is discouraged from connecting with parents/guardians or families enrolled in the program. If a preexisting relationship exists, the employee will disclose this information to his/her immediate supervisor.

2. Staff may not discuss clients outside the organization's authorized communications.

3. Staff may not post information about or pictures of children or families on their personal pages.

4. It is the duty of the employee to disclose any potential threats viewed on social media (such as harassment or other forms of workplace discrimination). Following the chain of command is encouraged, but employees may report issues directly to the human resource specialist.

5. At all times, staff is required to follow the Social Media Guidelines for Staff per Salina Public Schools USD #305 policies. Refer to this policy for more information.

g. Staff Accident/Injury Report Procedures

Staff will notify the human resources specialist immediately if they are injured while at work. The injured employee must complete the Worker's Compensation Investigation Packet and forward it to the human resources specialist immediately, but no later than 24 hours.

The human resources specialist or staff member, if human resources specialist is unavailable, must contact the Salina Public Schools USD #305 Human Resources Office within 48 hours. The Salina Public Schools USD #305 Human Resources Office will give the staff member further instruction if treatment is needed. If immediate treatment is needed, the staff member should call the Salina Public Schools USD #305 Human Resources Office.

In the case of an incident occurring after regular business hours in which the human resources office cannot be contacted and treatment is needed immediately, the staff member should go to Statcare/Urgent Care. If Statcare/Urgent Care is closed, the staff member should go to the nearest hospital emergency room to receive the proper treatment. A report must be completed the first working day following the incident and the human resources office notified.

h. Counseling and Rehabilitation Services

It is the duty of Heartland Early Education to make mental health and wellness information available to staff. Below is a chart of providers. Heartland Early Education does not endorse or recommend any particular provider.

SALINE COUNTY

Al-Anon, Ala-Teen Anonymous		823-1646
Central Kansas Foundation	617 E Elm	825-6224

Central Kansas Mental Health Center	809 Elmhurst	823-6322
Department of Children and Families (DCF)	901 Westchester Dr.	826-8000
Domestic Violence Association of Central Kansas	203 S. Santa Fe	827-5862
Salina Family Health Care Center	651 East Prescott	452-3167
Three Rivers Family Therapy	645 E Iron	823-6333
Veridian	400 S. Santa Fe or 730 Holly Lane	452-6113 452-4930

DICKINSON COUNTY

Central Kansas Mental Health Center	420 NE 10th Abilene	263-1429 1-800-794-8281
Department of Children and Families (DCF) Office in Junction City	1010 W 6th, Junction City, KS 66441	785-762-5445
Domestic Violence Association Of Central Kansas	203 S. Santa Fe Salina, KS 67401	827-5862 1-800-874-1499
Veridian	400 S. Santa Fe or 730 Holly Lane Salina, KS 67401	785-452-6113 785-452-4930

ELLSWORTH COUNTY

Central Kansas Mental Health	1-800-794-8281
Domestic Violence Association Of Central Kansas	1-800-874-1499
Veridian	1-800-284-6027

i. Grievance Procedures

Heartland employees will follow the grievance procedures as outlined in the Salina Public Schools USD #305 Support Staff Handbook and Salina Public Schools USD #305 Board of Education policy – GAE.

2. OPERATIONAL POLICIES

a. Job Description

A current job description for each position within the agency is available. Each description includes the purpose, essential functions, other functions, and job requirements. Job descriptions may be periodically revised due to revised performance standards or district, state and federal directives or staffing changes or other job parameters as determined by Heartland Early Education. Input from employees holding a particular position will be solicited when there is a major revision to a job description. All newly created job descriptions are subject to approval by the Policy Council and Salina Public Schools USD #305. Refer to policy PP1066 Staff Positions for further information.

b. Employee Required Records

Heartland Early Education maintains a copy of each employee's personnel and medical file, including records/forms that are specific for Heartland Early Education. Salina Public Schools USD #305 maintains the original files at the Salina Public Schools USD #305 Board of Education Building and include other forms that may be necessary as deemed by the Salina Public Schools USD #305 Support Staff Handbook.

Personnel and medical files at Heartland Early Education are kept in a locked file cabinet in the human resources office and maintained by the human resources specialist. A staff member may schedule an appointment with the human resources specialist to review his/her file.

c. Attendance Standards

Heartland Early Education expects regular attendance from employees. Staff will be at their appointed work location on time fully able and ready to work. Heartland Early Education assumes that staff is able to work on a consistent basis. Excessive absenteeism or tardiness, whether excused or unexcused, may jeopardize an employee's job. Supervisors will review attendance and tardiness records periodically to determine whether the rate is excessive.

Approval by the immediate supervisor is required for all scheduled absences. Absence forms must be completed within 24 hours of returning to work. Supervisors and staff must create procedures for reporting non-scheduled absences. Substitutes must be scheduled in advance when possible.

d. Dress Code

Heartland Early Education employees, including substitutes and volunteers, are expected to present a professional appearance. Business casual is appropriate and is defined as clothing and shoes that are clean and neat.

In summary, the following is appropriate for all staff:

- Tops: Shirts with collars, crew-neck or V-neck shirts, blouses, t-shirts with appropriate slogans/graphics, and tops that cover the shoulders. Shirts must cover front cleavage and backside when bending over. Clothing purchased through or provided by Heartland Early Education is acceptable.

- Bottoms: Pants, capris, jeans with minimal worn/frays, and knee-length shorts/skirts/dresses. Yoga pants/leggings when worn with a top that will cover the front and back of one's bottom.

- Footwear: Casual slip-on or tie shoes, sandals, and clean athletic shoes.

Classroom and kitchen staff may visit with their supervisor about options for obtaining a uniform provided by Heartland. Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue which may include clocking out to leave work and changing clothes.

e. Purchasing

All staff will follow the purchasing guidelines. Any questions may be directed to the Heartland Early Education accountant. (See Board of Education Policies GANA for more information).

Purchasing Cards

a. All staff with a purchasing card will complete training by the Heartland Early Education accountant.
b. All purchase requests will be approved by the program coordinator. All staff will follow the Visa Purchasing Card Guidelines. Any questions may be directed to the Heartland Early Education accountant.
c. Staff members who do not abide by these rules will lose their purchasing card privileges.

f. Inventory

Heartland Early Education will inventory all non-disposable items valued at $50 or more. Each employee and/or classroom will inventory his or her furniture and equipment. The inventory will be updated in the Salina Heartland Early Education office and a copy sent to Salina Public Schools USD #305. No computer or technology equipment may be moved without prior approval.

g. Crisis Management Plan

All Heartland Early Education sites have a Crisis Management Plan in place. Training on the plan is provided annually. Emergency drills are conducted monthly.

All persons in the building will stop what they are doing and participate in all emergency drills. Staff is required to meet with the supervisor to discuss the procedures for each of the drills. Refer to policy CHS007 Crisis Plan and Emergency Drills for further information.

h. Safety

It is Heartland Early Education's intention to provide a safe working environment for all employees. We endeavor to observe all applicable safety rules and regulations. All employees bear the responsibility of reporting unsafe work practices and situations, and we ask staff for assistance in identifying potential and actual workplace hazards. Staff shall follow these guidelines:

1. All staff will take precautions to keep facilities clean and safe.

2. Candles or any kind of open flame may not be used in Heartland Early Education facilities. Wax warmers, potpourri pots and other scent-based plug-in devices are also prohibited.
3. The use of extension cords will be limited and will not be used in hallways or doorways.
4. All outlets in areas occupied by children will be covered. All outlets in electrical strips will be covered.
5. Home visiting is used at Heartland Early Education to deliver services to enrolled families. Personal safety for staff requires prevention and awareness. Staff should use professional judgment to determine appropriate actions based on training provided for personal safety.

i. Vehicle Usage Policy

1. Employees will use program vehicles for business purposes only. Vehicles will be checked out as policy dictates. Transporting families on out-of-town trips will take priority over local use.
2. Heartland Early Education staff must use Heartland Early Education vehicles whenever available. Staff must have *prior approval* from the program coordinator to receive reimbursement for using their personal vehicle for program use. When using personal vehicles, employees will be reimbursed at the rate set by Salina Public Schools USD #305.
    - Employees using personal vehicles for transporting children or families must have a current driver's license and proof of liability insurance on file.
    - Mileage reimbursement for personal vehicle usage must be submitted within 30 days. After 30 days mileage reimbursement will be paid with the employee's payroll and subject to payroll taxes.
    - Staff will follow traffic laws and employ safe driving practices while transporting families.
    - At all times all children will be placed in age appropriate vehicle restraints and will not ride in the front seat. All persons will wear seat belts.
3. Employees will enter mileage on the vehicle mileage log each time the vehicle is driven. A written entry must also be made each time fuel is purchased or vehicle maintenance is performed. All maintenance and fuel tickets must be immediately turned in to the Heartland Early Education accountant. Employees from outlying sites must mail their receipts to the accountant within 24 hours.
4. Tobacco use is not allowed in program vehicles.
5. Occasionally, staff will be assigned to complete a routine cleaning on a vehicle. Staff is expected to leave the vehicles clean and in good condition with at least a quarter tank of gas following each use.
6. All vehicle maintenance requests will be directed to the transportation supervisor in Salina, Heartland Early Education Office or the family consultant specialist in Dickinson County.
7. All persons who drive a program car must complete a driver record verification form, have a valid Kansas driver's license with a good driving record, and be an employee.

j. Employee Travel Reimbursement

1. Employees who travel for business purposes may be reimbursed at the rate set by Salina Public Schools USD #305.

2. Meals are an allowable expense by Heartland Early Education when meals are not provided by the hotel or conference and when the staff member is traveling out of town.

3. All claims for reimbursement of travel expenses will be submitted on authorized reimbursement forms and be itemized with receipts attached. This form must be submitted to the employee's supervisor - or by following the appropriate agency guidelines.

4. Salina Public Schools USD #305 expense claims must be submitted to the Heartland Accountant by the 25th of each month for payment. Salina Public Schools USD #305 employees will receive reimbursement after the 10th day of the next month.

5. Expenses for conferences/workshops/meetings that are not approved will be the responsibility of the employee. The employee will be subject to disciplinary action and must reimburse the expense.

6. All purchases must be approved by the employee's program coordinator to be eligible for reimbursement.

7. Employees should refer to the purchasing guidelines for further information. Any questions may be directed to the Heartland Early Education accountant.

3. EMPLOYEE RECRUITMENT AND SELECTION

1. Orientation and General Information

All Heartland Early Education staff must have a working knowledge of Head Start, Heartland Early Education, and Salina Public Schools USD #305 policies and procedures, which are found on the website: www.usd305.com.

Heartland Early Education has several policies and procedures, which are found on the Heartland website: www.305heartland.com.

The human resources specialist will work with the supervisor to schedule orientation for new employees. Orientation will consist of a review of Performance Standards, Heartland Early Education Supplemental Employee Handbook, Salina Public Schools USD #305 Support Staff Handbook, and various items outlined on the "New Employee Orientation" form. The supervisor will ensure the employee completes the training within the first thirty days and may arrange for further department orientation and/or training.

2. Terminations and Resignations

It is expected that staff will give adequate notice when they leave employment with Heartland Early Education. It is preferred that as much notice as possible be given but not less than two weeks.

Staff must complete the following by the close of their last day of employment:

- Submit a signed and dated letter of resignation, stating the reason for the resignation, the last day worked and provide a forwarding address and phone to the human resources specialist.
- Teachers must complete the exit checklist with their supervisor.
- Complete an exit interview with the human resources specialist.
- Turn in ID badge.
- Turn in Laptop/Chromebook.
- Turn in building key(s).

4. STAFF DEVELOPMENT

a. In-service Requirements for Licensing

Staff in licensed sites may be responsible to access training outside of Heartland Early Education to meet requirements for State Licensing Regulations. Site directors/teachers are responsible to track and maintain training records with in-service certificates filed on site for the licensing surveyor visit.

b. Training

1. Participation
    a. Staff will receive advance notice of all mandatory training.
    b. With program coordinator approval, staff may be given leave time to attend and/or present at job related workshops and seminars.
    c. Staff will be responsible to apply for their own training opportunities.
    d. If staff members choose to participate in trainings/classes offered to Head Start families, they must receive approval from their supervisor to avoid a conflict of interest.

2. Training Application Process
    a. Staff will complete the application for training form.
        - The application must be directly related to the individual Professional Development Plan, if applicable, and signed by the direct supervisor, program coordinator or director.
    b. The application for training, conference registration form, and information/brochure for the conference must be given to the accountant at least two weeks before the registration is due.
    c. Heartland Early Education will give a training registration verification form to the staff person after the application has been processed.
3. Within one month after the training, the staff person must complete the training verification form, attach it to a copy of the certificate/brochure, and give it to the Salina Heartland Early Education receptionist to be documented in his/her training file.
   Transfer of Learning
    a. All staff attending conferences or training opportunities may be asked to provide a follow up training to co-workers and/or parents.

4. Flex Time/Compensation Policy Regarding Training, Lectures, Meetings or Travel
    a. When training or travel is necessary outside of regular work hours, staff may be eligible for flextime. The program coordinator or director must provide prior approval for flextime for all training and travel. Time must be flexed within the same week of the scheduled training or travel.
5. Continuing Education Opportunities:
    a. As funds are available, Heartland Early Education will pay tuition for an Early Childhood Associates and/or Bachelor's Degrees through an accredited Early Childhood Education Program.
    b. Staff must complete the Continuing Education Assistance Application.
    c. Refer to the Continuing Education Assistance Procedure for further information.

c. Work Performance Evaluations

Supervisors will meet regularly with staff to conduct reflective supervision.

All Heartland Early Education staff will receive an annual performance appraisal from their direct supervisor. Supervisors, at their discretion, may incorporate a 360 degree evaluation in the performance appraisal process.

Additional evaluations may be warranted if the staff person is on a probationary status or on a Performance Improvement Plan (PIP). Refer to policy PP009 Performance Appraisals for further information.

d. Professional Development

1. Staff are encouraged to participate in continued education experiences related to their job.

2. Each full time staff member who provide direct services to children, with input from the supervisor, will develop a Professional Development Plan (PDP) to improve professional competencies. The PDP will include training opportunities that address employee needs or interests. All PDPs must be related to program mission and goals.

3. Supervisory staff will arrange additional training as needed. Training will be based on the staff PDP, if applicable.

4. Annual mandatory training for all staff will include, but is not limited to, crisis plan, blood borne pathogens, sexual harassment, bullying and staff policies. Additional required training is provided to staff as outlined in the Head Start Program Performance Standards, part 1302.47.

5. All staff are required to have 16 hours of approved training per year.

6. Staff members who fail to meet minimum training requirements will be required to make arrangements with their supervisor to attend outside training up to the minimum required training hours.

7. Staff must obtain approval from their program coordinator to participate in a job related community committee or board. Permission must be granted from the program coordinator to accept an office on a committee or board. Eligible staff may be granted flextime.

8. All Teacher Assistants are required to meet the following requirements:
    a. Upon hire, **Head Start Teacher Assistants** must
        - Have a Child Development Associate (CDA) credential;
        - Have an associate or baccalaureate degree in a related field or be enrolled in a program leading to a degree; or
        - Be enrolled in a CDA credential program to be completed at his/her first opportunity but no later than two years from date of hire.

    b. Upon hire, **Early Head Start (EHS) Teacher Assistants** must
        - Possess a minimum of a Child Development Associate (CDA) credential and have been trained (or have equivalent coursework) in early childhood development.

- However, in the event that applicants do not have a CDA, applications will be reviewed for relevant experience working with infants and toddlers or coursework with infant/toddler content.
- EHS teacher assistants who are hired (without a CDA) must enroll and complete the CDA process at their first opportunity but no later than a year of hire.

Teacher assistants in Head Start and Early Head Start will receive a one-time only $500 upon successful completion of the Child Development Associate credential.

Staff members who do **not** meet the above Head Start guidelines are subject to disciplinary action up to and including termination. For more information, staff should refer to Policy Number CDE007, Heartland Head Start and Early Head Start CDA.

9. It is the employee's responsibility to ensure all required credentials are kept current.

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Handbook Acknowledgement Form

I acknowledge that I have received information on how to access the Heartland Early Education Supplemental Employee Handbook and the Salina Public Schools USD #305 Support Staff Handbook electronically which describes important information, and I understand that I should consult the director or human resources specialist regarding any questions not answered in the handbook.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Heartland Early Education and/or Salina Public Schools USD #305. Heartland Early Education/Salina Public Schools USD #305 reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the director and human resources specialist with final approval from Policy Council and the Salina Public Schools USD #305 Board of Education has the ability to adopt any revisions to the policies in this handbook.

I understand that it is my responsibility to read and comply with the policies contained in the above mentioned handbooks and any revisions made to it.

_____

Employee Name (Printed)

_____ _____

Employee Signature Date