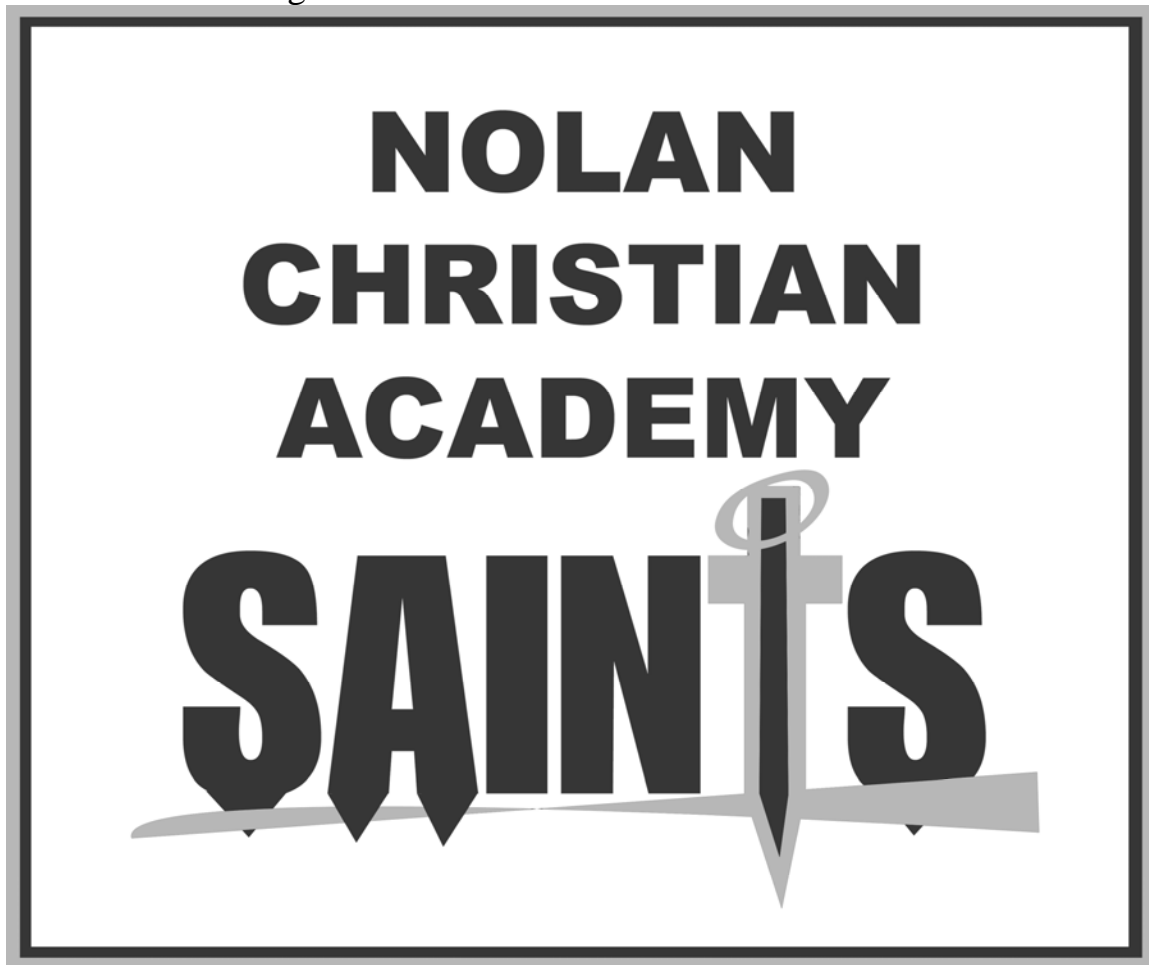


EMPLOYEE HANDBOOK

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(COMPENSATED AND NON-COMPENSATED)

STANDARDS OF ETHICAL CONDUCT

NCA nor any staff member shall misrepresent or operate a program in any way that is misleading, deceptive or illegal.

GRIEVANCE PROCEDURES

NCA shall insure that families and personnel may express concerns or make complaints without fear or retaliation.

A written grievance procedure is on file in the office of NCA and may be obtained from the director or secretary.

NCA shall explain that procedures to parents and personnel and obtain written acknowledgement that an explanation of the procedure has been provided.

RECORDKEEPING PROCEDURES

NCA shall ensure the confidentiality of all records, including:

Child records stored on the premises and secured against loss, tampering, or unauthorized use under the provisions of West Virginia Code 61-3C-1 et seq. The records shall be retained for a minimum of three (3) years following the child's discharge

Staff records shall be kept on the premises, maintained and secure against loss, tampering, or unauthorized use.

INFORMATION DISCLOSURE

NCA shall obtain the written consent of a child's parent before disclosing information about the child, including photographs, audio or video recordings, or verbal statements about the child, except when disclosing information to the Secretary or her designee.

Terms of compensation shall be agreed upon by both parties at the time of hiring.

USE OF UNCOMPENSATED PERSONNEL

Those interested in volunteering time at NCA shall make applications for consideration by governing entity. NCA shall require a background check including criminal convictions and abuse and neglect findings. The decision of governing entity shall be final.

A Child Care Staff Health Assessment will be required of all volunteer personnel upon approval by NCA

Volunteers shall be required to sign a statement of acknowledgement of NCA having no responsibility to compensate for time given to the school.

Periodic performance evaluations of compensated and uncompensated personnel shall be made to assure the quality of procedures and behaviors used in classrooms and on school property.

Any reported or suspected abuse (physical, verbal, or emotional) by compensated and/or uncompensated personnel during any school day or after-school activity shall be immediately investigated and procedures prescribed by law shall be followed.

All personnel, compensated and uncompensated, are mandated to report suspected abuse of children to the WVDHHR Child Protective Services.

TERMINATION

Termination of personnel with cause is at the discretion of the governing of NCA.

STATEMENT OF PURPOSE

The established purpose of Nolan Christian Academy (NCA) is to provide quality, relevant and character-building educational opportunities and activities to its students, to maintain supportive interaction with parents, and to benefit the surrounding community.

This booklet includes the policies and procedures regarding daily operation of the facility under the authority of applicable federal and state codes (on file) and the discretion of the governing entity of NCA

STATEMENT OF CONFIDENTIALITY

Personnel information is kept confidential, and except under certain conditions shall not be disclosed to anyone without the written permission of the employee.

Personal student information shall be disclosed only to the staff members caring for the child.

Employees, both compensated and uncompensated, are held to the same responsibility with regard to personal information about students, their families and fellow employees. This responsibility applies from admission to and following discharge.

PERSONNEL

COMPENSATED EMPLOYEES

Application for employment with NCA shall be made for consideration by the NOLAN CHRISTIAN ACADEMY BOARD OF DIRECTORS of Nolan Freewill Baptist Church, the school administrator, and other individuals in position of trust. NCA shall require a background check including criminal convictions and abuse and neglect findings. The decision of governing entity shall be final.

According to National Health and Safety Performance Standards, a Child Care Staff Health Assessment will be required upon a conditional offer of employment.