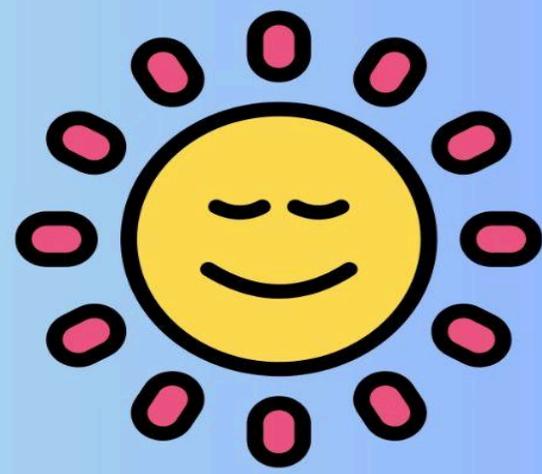


Nolan's Nest Nursery- Prek



Doors OPEN:

M-F at 6:30 am

Sat.-Sun. at 7:30 am

Open 52 wks a year

6 weeks to 5 years old

1st Shift Childcare Available

2nd Shift Childcare Available

Parent's Day Out

Weekend Childcare

**125 Moore Rd.
Jackson, TN 38301**



1. Mission & Philosophy

- To provide nurturing, developmentally appropriate, faith-rooted childcare services that foster early childhood development.
 - We believe in supporting the **whole child**: socially, emotionally, physically, intellectually, and spiritually.
 - Staff are role models who embody respect, compassion, and professionalism.
-

2. Employment Policies

- **Equal Opportunity Employment:** Nolan's Nest does not discriminate based on race, religion, gender, age, or background.
 - **Employment Classification:** Staff may be full-time, part-time, or substitute.
 - **Background Checks:** All employees must pass state-required background checks and fingerprinting before hire.
 - **Physical:** All employees should have a physical done within the first 45 days of employment.
 - **Probationary Period:** First 90 days are probationary for all new hires.
-

3. Code of Conduct

- Maintain professionalism at all times.
 - Treat children, families, and coworkers with respect and kindness.
 - No use of personal cell phones in classrooms (except emergencies).
 - No gossiping or inappropriate discussions in front of children or families.
 - Confidentiality regarding children, families, and staff is required.
 - **COMMUNICATION**- each employee will be provided a work email address, check it before and after each shift and at least once a day on your off days for updates and important information.
-

4. Staff Responsibilities

- Provide direct supervision of children at all times.
 - Follow state-mandated teacher-child ratios.
 - Engage children in developmentally appropriate activities.
 - Maintain a safe and clean classroom environment.
 - Complete daily reports and documentation as required.
-

5. Attendance & Work Hours

- Staff are expected to arrive at least 10 minutes prior to your scheduled shift start time.
 - All employees should enter through the **BACK** entrance and park on the back **LEFT** side of the parking lot.
 - Please look for someone to cover your shift/swap shifts with if you **NEED** to be absent. **Make sure that information is relayed to the Director at least 2 hours prior to the start of your shift.**
 - If you cannot switch and will be absent it must be reported at least 2 hours before your scheduled shift by texting your name and reason to **(731) 226-7013**
 - Frequent tardiness or unexcused absences may result in disciplinary action.
-

6. Dress Codes

- Tops: Gray (not Charcoal/dark Gray) or Pink scrub shirts

Bottoms: scrubs or athletic bottoms.

There are days that JEANS will be ALLOWED but No rips or tares above the knee.

- Closed-toe shoes are required for safety, especially in the spring/summer months when we will go outside. No sandals or open toed shoes.
 - Crocs are allowed.
 - Staff shirts/sweatshirts may be worn and required on certain days with the above approved bottoms.
-

7. Health & Safety Policies

- Follow all state licensing requirements for childcare safety.
 - Report any accidents, incidents, or injuries immediately.
 - Never leave children unattended.
 - Participate in monthly emergency drills.
 - Staff must maintain CPR and First Aid certification.
-

8. Discipline & Guidance

- Positive redirection and encouragement are required.
 - No yelling, spanking, or physical discipline permitted.
 - Consistency and fairness are expected in behavior management.
-

9. Drug & Alcohol Policy

- Use, possession, or influence of drugs, alcohol, or illegal substances is strictly prohibited.
 - Prescription medications that impair performance must be reported to administration.
 - Violations may result in immediate termination.
 - **If you arrive at work smelling like weed, cigarette smoke, or vape fumes, you will be sent back home! NO EXCEPTION**
-

10. Professional Development

- Staff must complete state-required annual training hours.
 - Nolan's Nest may provide in-service training and professional growth opportunities.
-

12. Conflict Resolution

- Concerns should first be addressed with your immediate supervisor.
 - If unresolved, staff may request a meeting with the Director.
 - Nolan's Nest maintains an open-door policy for staff concerns.
-

13. Termination of Employment

- Employment is at-will.
 - Grounds for dismissal include neglect of duty, repeated tardiness, policy violations, or unsafe behavior.
-

Acknowledgment

I, _____, acknowledge that I have received and read the **Nolan's Nest Employee Handbook**. I understand the policies and agree to follow them as a condition of my employment.

Signature: _____ Date: _____