

... Unimaginable ...  
Heights



SmithHiTek

Administrative  
Policies



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## **1 Executive Summary**

Unimaginable Heights Learning Center, LLC is a progressive educational facility located at 217 Cedar Creek Road in Fayetteville, North Carolina in the county of Cumberland. Unimaginable Heights Learning Center, LLC's primary focus will be the health, safety, and the social, emotional, physical, and intellectual advancement of all children. The educators at Unimaginable Heights Learning Center view embracing of cultural diversity as one of the key components in Unimaginable Heights Learning Center's Developmental Plan for our children and family's success in society. We believe that every child has untapped potential regardless of their place of residence and the educators at Unimaginable Heights Learning Center will provide the social, emotional, physical, and intellectual tools to aid each child to reach their potential. A second key component leading to our children success is aiding children and their families with financial assistance by making available to them Community, Local, and State resources which we believe will lead them on a path toward personal financial stability and becoming successful contributors economically in society. The third key component is providing and implementing educational tools that will challenge the minds of our children. The educators at Unimaginable Heights Learning Center will implement the teachings of great educators such as the great educator and visionary W.E.B. DuBois who viewed education and work as the levers to uplift a people and education must not simply teach work, it must also teach life. We will teach STEM education to prepare our children to be effective in the 21st century and beyond. We at Unimaginable Heights Learning Center believe that every child has exceptional abilities regardless of their social or economic backgrounds and we are here to support every child and their family in nurturing those exceptional abilities in Reaching UnImaginable Heights.

## **2 Administrative Policies and Procedures**

The Administrator/Program Director and the Board of Directors of Unimaginable Heights Learning Center have set forth various policies and procedures. Copies of these documents will be given to you with this Employee Manual. Children and parent policies and procedures shall be reviewed by reviewing the Parent Handbook that is given to each parent utilizing the services of Unimaginable Heights Learning Center. These policies and procedures are essential to the safe operation of Unimaginable Heights Learning Center and shall be read carefully and kept for future reference. Unimaginable Heights Learning Center complies with all State Licensing codes.

As a matter of policy, Unimaginable Heights Learning Center does not enter into written or oral contract or agreements guarantying employment or compensation for any period with any individual employees. No employee is authorized to make guaranties of employment or compensation. Employment with Unimaginable Heights Learning Center is at-will: that is, employment may be terminated with or without cause al any time by the employee or by Unimaginable Heights Learning Center. Nothing in the Employee Handbook or any other document or statement shall limit the right to terminate employment at-will. No express or implied agreement to the contrary may be made unless it is made by the authority of the Board of Directors of Unimaginable Heights Learning Center, and only if the Board of Directors does so in a formal written document that is signed by a designated person on behalf of the Board of Directors and the employee.

### **3 Selection and Training of Staff**

#### **3.1 Employment Policies**

Unimaginable Heights Learning Center expects all employees to work together in harmony for the good of the families that we serve. This section provides a high-level summary of employment practices and more detailed and specific information is contained in the employee handbook provided to all employees outlining their responsibilities, benefits, and opportunities for enhancing their employment experience during employee orientation. Written personnel policies are made available to all center staff upon hire and are available to all staff while at the center.

#### **3.2 Employment Practices**

Unimaginable Heights Learning Center retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To insure effective employee performance, Unimaginable Heights Learning Center retains the right to promote, to classify, determine the size and composition of the work forces to assign and allocate work, to transfer employees from job to job and from shift to shift, to determine schedules, hours worked, and to effect layoffs or terminations.

Selection of employees will be made according to Administrator's assessment of their ability to provide quality care for the children of Unimaginable Heights Learning Center. These assessments will be made on a basis of ability, skill, experience, character, dependability, and the ability to meet the requirements of the job description. Processes concerning hiring, recruiting, interviewing and selection of potential employees align with appropriate employment law practices.

Unimaginable Heights Learning Center is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same values toward children, parents, other staff members, and management. Unimaginable Heights Learning Center reserves the right to conduct pre-employment investigations of the employee's educational and work experience and to require a physical screening by a licensed health professional.

#### **3.3 Hiring Practices**

The Administrator will oversee the hiring process, including recruiting, interviewing, and selection of new employees and/or requests for internal position changes.

Current Unimaginable Heights Learning Center employees may apply for positions as they become available. Any current employee who applies for an internal position must submit a written request. In most cases, any position that becomes open at Unimaginable Heights Learning Center will be considered internally prior to possible solicitation from outside- However, in some cases, the Administrator/Program Director and/or Board may determine that it is appropriate to advertise a position simultaneously with the internal posting.

Applicants will receive a wage scales employee handbook (including personnel policies) and information regarding the position-to-hire to assist in their decision to join the Unimaginable Heights Learning Center Team. New employees will receive an employment packet containing a letter of acceptance. staff record form, background check information, withholding and eligibility forms, staff health report, orientation guides and a job description. The Administrator will provide additional information if necessary to assist the employee with

successful training experience that may include, but not limited to: a training schedule, appointed trainer, evaluations and feedback.

### **3.4 Equal Opportunity Employment**

Unimaginable Heights Learning Center is an Equal Opportunity Employer. Its employment practices are intended to be consistent with both State of North Carolina and Federal laws concerning discrimination. Unimaginable Heights Learning Center is committed. Employees shall be aware that Unimaginable Heights Learning Center may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Unimaginable Heights Learning Center its employees, or customers.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities at work. Unimaginable Heights Learning Center computer systems are to be used for business purposes only.
- Subject to applicable law, after-hours online activity that violates the Unimaginable Heights Learning Center Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

### **3.5 Employment Eligibility Verification**

Federal law mandates all persons hired must be able to verify their eligibility for employment in the United States. Section I of the Employment Eligibility form must be completed by the employee and the manager within 72 hours (3 days) of date of hire.

### **3.6 Criminal Background Check**

Completed prior to the employee's first day of employment and annually thereafter, that does not reveal any information which may preclude the person's employment. A complete caregiver background check including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment. Staff must be supervised at all times until a background check is completed.

Fingerprint checks are required by State Licensing for all childcare employees and will be completed in accordance to the law. Childcare workers must obtain a one-time fingerprint background check through Fieldprint® and/or submit evidence that they have already completed the process. Instructions are included in the Employment Packet for new hires.

### **3.7 Physical Examination Report (State Mandatory Form)**

All employees must have a physical examination six months prior to beginning work or within 30 days of hire. The examination must include a test for tuberculosis.

The report dated and signed by a licensed health professional, shall be on file in the center and certify that:

- 1) The person is free from illness detrimental to children, including TB.
- 2) The person is physically able to work with young children.

### **3.8 The Registry Certificate**

Documenting that the person has met the educational qualifications for the position if the person has worked as a teacher, director, or administrator at the center for at least 3 months. A copy of an educator's license issued by the department of public instruction as a teacher may substitute for a certificate from the Registry. For persons not required to have a Registry certificate including assistant teachers and a teacher, center director or administrator who has not worked for the center for more than 3 months, documentation of the person's educational qualifications shall be on file.

## **4 Communication with and Opportunities for Participation by Parents**

This section provides a high-level summary of Communication with and Opportunities for Participation by Parent. Additional and more detailed information is provided in the Parent's handbook being provided during enrollment and orientation.

### **4.1 Family Communication Policy**

This pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed and are constantly being evaluated and revised to respond quickly and effectively to new, emerging, and constantly changing threats to support the health and safety of all children, families, and our staff as required from all of us working together to do all we can to remain open for families. Responding quickly and appropriately to changes are meant to decrease the risk of contracting Coronavirus and other infectious diseases and our responses will always be based on thorough research and guidance being recommended by experts such as the CDC. We appreciate and thank everyone in advance for understanding and patience as we implement these new Policies and Procedures as necessary to help keep us all safe. Communication has always been at the cornerstone of our practices and building strong family / child(ren) relationships. Open communication is more important now than ever as we that we work together closely and communicate any concerns, questions, or needs. We will provide all stakeholders with information as situations evolve and as experts determine appropriate public response. Please know that above all our focus remains on keeping the families we serve and the children we care for as safe as we can give the uncertainty of this national health crises.

### **4.2 Communication Policies, Procedure and Practices**

So, we may ensure that we have up-to-date contact information for each family, families will supply the program with up-to-date emergency contact information for their family and child(ren). The Parent will be required to complete the provided Emergency Contact Information Form and return it to the Unimaginable Heights Learning Center's Director as soon as possible. It is important for families and staff to communicate often and to be transparent with one another. Parents should voice concerns or questions with management or staff as soon as possible. Staff will use multiple methods to communicate updates with families. Methods may include email,

text, website, telephone, or social media. It is the family’s responsibility to actively engage and follow up on communications. If the current situation changes and it becomes necessary to update our policies and procedures or close our program temporarily, we will notify key family contact by Email, Telephone, Text, or Other Means of Communication] immediately. Families may follow our social media page (Facebook, Twitter, etc.) for late-breaking program updates.

### **4.3 Family Engagement**

Unimaginable Heights Learning Center will provide many Family Engagement activities including:

- Families will be invited to participate in field trips.
- Parents will be encouraged to participate in events such as Career Day,
- International Day, Parents Day, Grandparents Day, Mother-Daughter Day,
- Father-Daughter Day, Father-Son Day, and Mother-Son Day.
- We will have Thanksgiving and Christmas Luncheons,
- Meet Our Staff Luncheon and Be a Student for a Day
- and many other Family Engagement events.

## **5 Operational and Fiscal Management**

### **5.1 Operational Policies**

#### **5.1.1 Code Of Ethical Conduct**

Ethical Responsibilities to Children. Childhood is a unique and valuable stage in the human life cycle. Our paramount responsibility is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children's development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, and physical wellbeing.

##### **5.1.1.1 Ethical Responsibilities to Families.**

Families are of primary importance in children's development. Because the family and the early childhood practitioner have a common interest in the child's well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child's development.

##### **5.1.1.2 Ethical Responsibilities to Colleagues.**

In a caring, cooperative workplace, human dignity is respected, professional satisfaction is promoted, and positive relationships are developed and sustained. Based upon our core values, our primary responsibility to colleagues is to establish and maintain settings and relationships that support productive work and meet professional needs. The same ideals that apply to children also apply as we interact with adults in the workplace

##### **5.1.1.3 Ethical Responsibilities to Community and Society.**

Early childhood programs operate within the context of their immediate community made up of families and other institutions concerned with children's welfare. Our responsibilities to the community are to provide programs that meet the diverse needs of families, to cooperate with agencies and professions that share the responsibility for children, to assist families in gaining access to those agencies and allied professionals, and to



assist in the development of community programs that are needed but not currently available. As individuals, we acknowledge our responsibility to provide the best possible programs of care and education for children and to conduct ourselves with honesty and integrity. Because of our specialized expertise in early childhood development and education and because the larger society shares responsibility for the welfare and protection of young children, we acknowledge a collective obligation to advocate for the best interests of children within early childhood programs and in the larger community and to serve as a voice for young children everywhere. The ideals and principles in this section are presented to distinguish between those that pertain to the work of the individual early childhood educator and those that more typically are engaged collectively on behalf of the best interests of children with the understanding that individual early childhood educators have a shared responsibility for addressing the ideals and principles that are identified as "collective."

### **5.1.2 Confidentiality**

All information concerning employees shall be considered confidential. All information concerning children and/or families available to employees of Unimaginable Heights Learning Center shall be considered confidential. Any breach of the confidentiality of any information is grounds for disciplinary action up to and including termination.

### **5.1.3 Smoking Policy**

Unimaginable Heights Learning Center has a smoke-free policy in accordance with DCF Group Childcare licensing regulations. There will be no smoking within the Unimaginable Heights Learning Center building or grounds, including vehicles.

### **5.1.4 Anti-Harassment Policy**

Unimaginable Heights Learning Center is committed to providing a professional work environment free from any type or form of harassment. Harassment of any employee or any visitor to the Center based on his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, or the presence of any physical, mental or sensory disability is a serious violation and will not be tolerated.

Harassment can occur because of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior which may include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, or pranks. Some examples may include but are not limited to the following:

1. Physical or verbal abuse
2. Racial, ethnic, or sexual insults
3. Ethnic or sexual jokes
4. Religious slurs or other slurs directed toward the group set forth above
5. Unwelcome sexual comments, advances, or innuendoes
6. Taunting, intended to provoke an employee
7. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

### **5.1.5 Sexual Harassment**

Sexual harassment is a type of harassment and occurs when the verbal and physical conduct is sexual in nature or is gender-based, that is, directed at a person because of gender. Sexual harassment, whether committed by supervisory or non-supervisory personnel, or any visitor to the Center is specifically prohibited as unlawful and against Unimaginable Heights Learning Center policy.

Sexual harassment includes: unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions upon the employee's submission to sexually harassing behavior in the workplace.

Employees or any visitor to the Center who feel they have been or have witnessed other employees subjected to harassment of any kind are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If any employee or Center's visitor feels uncomfortable in addressing the matter directly with the harasser, or if they have done so and the behavior does not stop, the matter shall be immediately discussed with the Administrator/Program Director or any Board member with whom the employee feels comfortable.

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigations the appropriate parties will be notified of the findings. All employee or Center's visitor found to have harassed anyone at the Center will be subject to appropriate corrective action, ranging from disciplinary action to termination, and potentially disbarment from the facility. No employee will suffer retaliation in any form for reporting instances of harassment.

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Responsibilities Include:

- I. Employees: Bring to the attention of the Administrator/Program Director and/or a Board of Director Officer, perceived or actual incident of harassment or witness of such.
2. Administrator/Program Director: Maintain a work environment free of intimidation and harassment and respond immediately and appropriately to any complaints or indications of such behavior. Investigate all initial complaints and report them to the Board of Directors.
3. Administrator/Program Director and/or Board of Directors: Administer the necessary disciplinary action toward any individuals proven guilty of such an act or who, knowingly, falsely accuse another of sexual or other form of harassment.

### **5.1.6 Visitor Policy**

All visitors are to report to the office. Staff will then be contacted, and visitation is to be done in the reception area unless it is visit by a parent with an enrolled child. Visitation by parents is governed and detailed in the Parent's handbook. Non-enrolled student related visitations should be infrequent and preferably only occur in case of an emergency.

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### **5.1.7 Conceal & Carry Policy**

North Carolina Administrative Code DCF 251.06(2)(c) prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed childcare facility.

DCF 251.06(2)(c) addresses the presence of firearms and ammunition in a licensed group childcare center as follows: DCF 251.06(2)(c) Firearms, ammunition, and other potentially dangerous items may not be kept on the premises. This code applies regardless of whether the individual is licensed to carry a concealed weapon under North Carolina State Law.

DCF 251.06(2)(c) code does not apply to law enforcement officers while engaged in their official capacity.

### **5.1.8 Zero Tolerance for Workplace Violence**

Unimaginable Heights Learning Center will, within reason, do whatever is necessary to protect the lives and health of the children, employees, and all within the facility and provide a workplace free from verbal abuse, threats, or assaults that could cause or result in harm to all within the facility or on its premises. Unimaginable Heights Learning Center has a definitive "zero tolerance" for violence of any kind, including threats of violence.

### **5.1.9 Drug and Alcohol Policy**

Unimaginable Heights Learning Center advocates that our institution be free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees or anyone within the facility or on its premises. Additionally, employees are to work free from the effect of alcohol and other performance-impairing substances.

**Note:** Aligned with NAEYC (National Association for the Education of Young Children)

## **5.2 Fiscal Management**

### **5.2.1 Revenue**

Unimaginable Heights Learning Center's primary revenue source will be by providing superior educational instruction by highly trained and highly educated teachers and support staff. Field Trips will be provided to enrich and expand curriculums, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject area and expand children's awareness of their own community as well as other communities. The Center will recruit mentors, tutors to be role models for our children to assist them in developmental milestones such as reading comprehension and science, technology, engineering, art, and math (STEAM). Unimaginable Heights Learning Center will focus on Family Engagement. The children will receive fully balanced nutritional meals and snacks. Transportation to and from the Center will be provided.

### **5.2.2 Budget and Planning**

SmithHiTek Society Corporation management will be responsible for overseeing daily accounting, bookkeeping functions, and will work closely with seasoned professionals in corporate accounting and bookkeeping to ensure compliance with Local, State, Federal, and Generally Accepted Accounting Principles (GAAP). SmithHiTek Society Corporation's associates provides extensive bookkeeping experience including coordinating and managing multiple tasks, priorities and projects; Supervising a team that handles accounts payable (A/P), accounts receivable (A/R), American Institute of Architects (AIA) billing, collections and payroll; Supervising the

coordination of all contract requirements, insurance and general insurance requirements per project, billing schedules, retainage, penalty provisions and all processing of contracts; and developing and implementing streamlined procedures including AIA Billing and Payroll. SmithHiTek Society Corporation uses commercially off-the-shelf resource management and accounting software packages (QuickBooks, Quicken, etc.) to increase program, office, and operational efficiency whenever possible.

### **5.2.3 Marketing**

#### **5.2.3.1 Market Analysis**

There is a vast need for Child Development Centers in Fayetteville (Cumberland County). According to the North Carolina Division of Health and Human Services Childcare Division, compared to the national average, North Carolina has one of the highest rates of working mothers with young children making the need for childcare one of the State's top priorities. Over 200,000 children spend part or all their day in regulated childcare arrangements. The need and availability of childcare is essential for the State of North Carolina's economic development and stability.

The need for Child Development Centers is further authenticated by President Joe Biden 2021 Build Back Better Initiative by including a Child Care and Development Fund in which the Governor of North Carolina, Roy Cooper, received a onetime Federal Stabilization Grant of \$805 million which is being used to invest in Early Care and Learning Programs which includes grants to help Learning Programs recruit and retain the best early childhood educators by providing funds for wage increases and benefits and also funds for Early Child Care and Learning Programs to meet other financial obligations such as: rent, mortgage, utilities, facility maintenance, insurance, personal protective equipment (PPE), supplies, and goods and services. Start-up funding is urgently needed by Unimaginable Heights Child Development Center so we can open our doors, apply for and receive the grant monies in order to make Unimaginable Heights Child Development, LLC the best educational facility in the Fayetteville and Cumberland County area.

#### **5.2.3.2 Marketing Plan**

Unimaginable Heights Child Development Center will use local listings, register with Goggle My Business, Yelp, Facebook, Instagram, and other social media engines to promote our business. Community Resources such as Partnership for Children, The Department of Social Services, Churches, Community Centers, Shopping Centers, Restaurants will also be utilized. We will provide exceptional service to our families and in turn they will be promotional instruments for the Center. The Administration and Staff will use networking techniques throughout the community such as: wearing our T-shirts, booth rentals at community events, distribution of flyers, business cards, our logo on Unimaginable Heights Child Development Center vans and personal vehicles.

#### **5.2.3.3 Competitive Analysis**

The strength, weakness, opportunity, and threat (SWOT) analysis shows Unimaginable Heights Child development Center is a great location for a Child Development Center. The Center is on a highly traveled road. There are high traffic retail stores and shops where some of the Center marketing tools can be used for advertisement. The Center is near several neighborhoods and other neighborhoods within a 10 miles radius where children in need of childcare services reside. There are also schools, at least thirteen, that are within 3 to 10 miles from the Center making our Before and After school Pickup Service a benefit for working parents who have

children who would be otherwise home alone. Our Afterschool Program will offer enriching enjoyable programs which will support the children’s social, emotional, cognitive, academic, and physical development. We will provide a nutritious afterschool snack because for some children this will be the only food they will receive after departing school (Feeding America projects that 42 million people (1 in 8), including 13 million children (1 in 6) may experience food insecurity in 2021 and extend into 2022). According to the North Carolina Community Action Association, the Covid-19 pandemic impact has created a grim situation in Fayetteville and Cumberland County where 17 percent to 19 percent of the region’s adults face food insecurity, compared to the state average of 14 percent and one in four Cumberland County children is living in a “food insecure” environment.

We will effectively use our STEM curriculum beginning with children 2 years old because at this age their ability to comprehend cause and effect is present making this the perfect opportunity to set the course for competing in this Technological Age. We will have an Afterschool Program which will support social, emotional, cognitive, and academic development, reduce risky behaviors, promote physical health, and provide a safe and supportive environment for our children and youth.

We will offer incentives to maintain enrollment such as a free week of childcare for the child who has perfect attendance and/or parents who sign the attendance log for a month without any lapses. Our Center’s staff will be equipped with the education and experience needed to provide the best learning experience for each child. When children observe initiative by adults, children will remember and duplicate the behavior.

An obstacle that is affecting Child Development Centers across the nation is the Covid-19 pandemic. It is having negative effects on the economy, employment, and parent confidence in sending their children to Child Development Centers. We at Unimaginable Heights Child Development Center will lessen these parent concerns by making our Center a place where resource information will be readily available such as: Food Pantry locations, Financial Assistance Organizations, Behavioral Health Organizations, Employment Resources and All current PPE and sanitation standards information will be provided and strictly enforced. Childcare is a highly populated business. To be competitive, Unimaginable Heights will implement avenues such as reduction in childcare fees for families with 2 or more children enrolled, providing Drop-In care and operational hours to meet the needs of Society.

Unimaginable Heights Child Development Center, LLC future endeavor is to expand to other areas in Fayetteville and Cumberland County. We will play an influential role in the upward mobility of our children in our competitive society.

## **6 Objective Evaluation of the Program, Management, and Staff**

This section provides a summary of the policies practices that will be used to perform objective evaluations of the Center’s Program, Management, and staff in accordance with North Carolina’s State Childcare rules and regulations. More detailed information is provided in the employee handbook being provided to all employees as part of their onboarding process.

### **6.1 State Childcare Mandated Program Training and Certification**

The following areas are identified as being mandated by North Carolina’s State Childcare rules and regulations and are considered as essential components of a quality childcare organization. Unimaginable Heights Learning Center will continuously monitor and evaluate the Center’s Program, Management, and Staff to ensure that we constantly train and perform continuous quality improvements to always be prepared to meet licensing regulations and standards in a timely manner.

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- Annual Registry Certificate
  - SIDS Training (sudden infant death syndrome)
  - SBS Training (Shaken Baby Syndrome)
  - SCAN-MRT (Suspected Child Abuse & Neglect — Mandatory Reporter Training  
Darkness to Light Child Sexual Abuse Training)
  - CPR/AED/First Aid Training
  - Fire Extinguishers & Safety Training
  - WMELS (North Carolina Model Early Learning Standards non-credit)
  - CSEFEL Pyramid Model Training (Social & Emotional Foundations)

## **6.2 Management and Staff Performance Management and Evaluation**

Employees receive their first performance evaluation at the end of a three-month orientation period. Thereafter, performance and salary will be reviewed once each year using the Unimaginable Heights Learning Center Annual Employee Merit Review tool. Unimaginable Heights Learning Center Goal Planning Worksheet will be reviewed, assessed, and updated annually during the Quality Improvement Planning phase. Employees will meet with the Administrator to review and sign individual Goal Planner and Merit Review, which becomes a permanent part of the individual's personnel file. Unimaginable Heights Learning Center reserves the right to terminate employment at any time.