



Child Care Training Consultants, LLC.  
(CCTC)

Policies and Procedures MANUAL

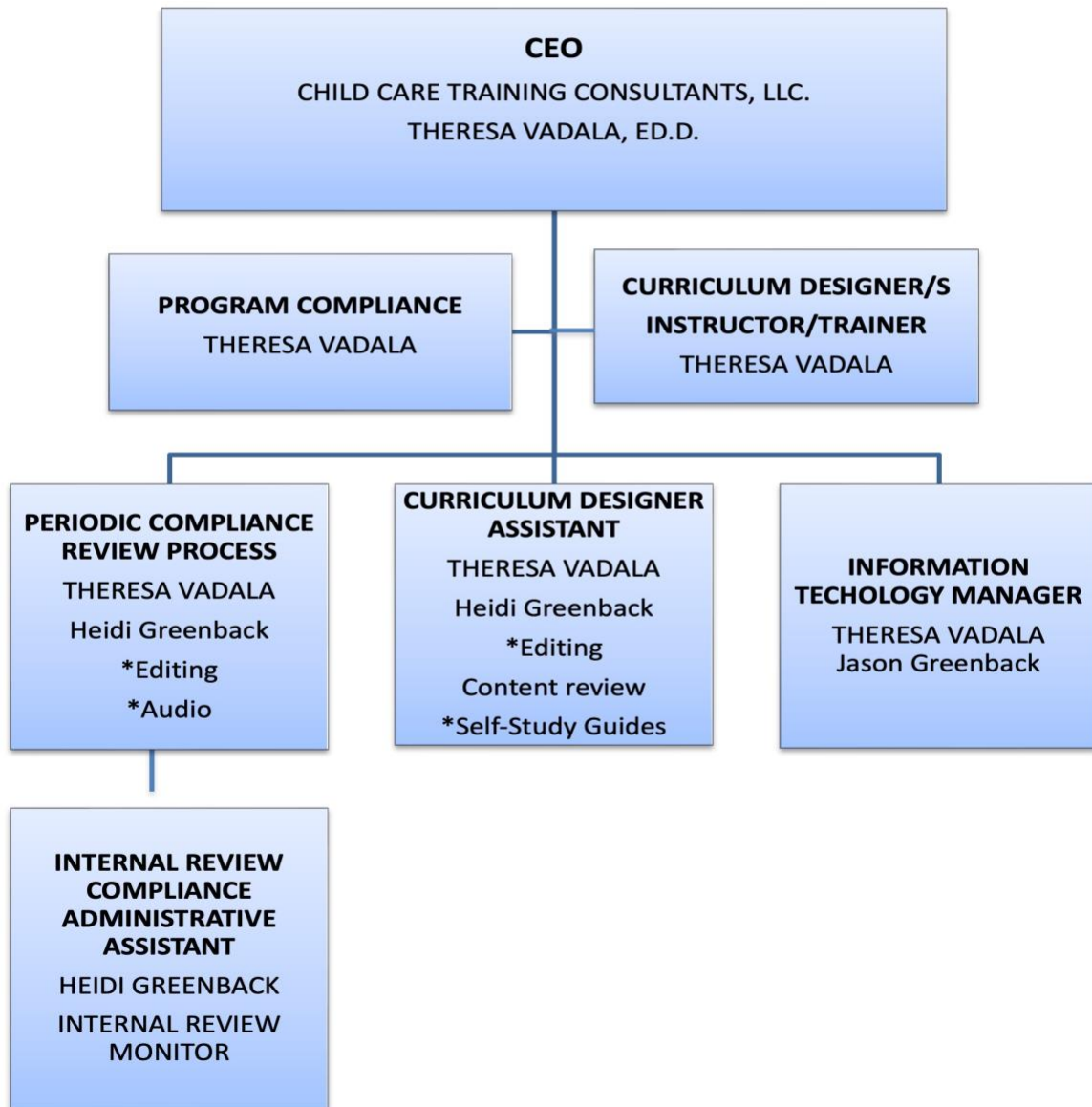
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**CHILD CARE TRAINING CONSULTANTS, LLC  
ORGANIZATIONAL CHART STRUCTURE  
2023**



## Job Descriptions

### **Administrative Assistant**

#### **Overview**

The foreman works under the supervisor in a supervisory capacity. Responsibilities include delegating work assignments, overseeing job performance and inspecting course conditions.

#### **Functions**

- Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and equipment use.
- Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.
- Supervises all projects and employees assigned to the project.
- Manages the building maintenance program and improvement projects.
- Reports all disciplinary problems to the supervisor.
- Opens the classroom/shop and runs operations in accordance with all policies and procedures.

#### **Employment Standards**

- Proven leadership capabilities.
- Planning, organization and prioritization
- Analytical problem solving
- Management control
- Interpersonal sensitivity
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

## **Quality Control Manager**

### **Overview**

This position is responsible for all aspects of planning, developing, and evaluating all the Simulated Workplace related services. This manager will have the responsibility of developing and implementing policies and procedures to ensure clients are provided with quality products and/or services.

### **Functions**

- Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and machinery use.
- Plans, develops and evaluates the effectiveness of Quality Management and Improvement Programs for all Simulated Workplace activities. Collaborates with other administrative staff to ensure ongoing effectiveness of quality services.
- Identifies the more complex systems and organizational difficulties hindering the accomplishment of service objectives and determining procedures to be followed in implementing appropriate programs/systems.
- Implements new programs/systems or updates to assure the delivery of quality services.
- Facilitate the development of a Continuous Quality Improvement plan to include but not be limited to; methodology, philosophy, general approach with a defined period of time, specific indicators, and with referenced policies and procedures.
- Assist other administrative staff in developing and updating all Simulated Workplace policies and procedures.
- Reports all quality issues to the supervisor.

### **Employment Standards**

- Planning, organization and prioritization
- Analytical problem solving
- Leadership skills
- Management control
- Interpersonal sensitivity
- Understand and follow protocol for the proper lines of communication

- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

## **Information Technology Manager**

### **Overview**

The Information Technology Manager manages and provides hardware and software maintenance, training and consultation, in addition to recommending future planning and development of resources. **The Information** Technology Manager also, ensures all documented reports / forms are filed correctly and kept up-to-date.

### **Functions**

- Manage information technology and computer systems.
- Ensure technology is accessible and equipped with current hardware and software.

### **Main Activities:**

- Be familiar with all hardware and software used within the company.
- Provide orientation to new users of existing technology.
- Train all employees about potential uses of existing technology.
- Train all employees about new and potential technology use.
- Provide individual training and support on request.
- Maintain current and accurate inventory of technology hardware, software and resources.
- Assist supervisor in maintaining an accurate filing system for student files.
- Assist supervisor in marketing the company to potential employees, customers and business/industry partners.
- Assist supervisor in development community partners and resources.
- Reports all technology issues to the supervisor.

### **Employment Standards**

- Planning, organization and prioritization
- Analytical problem solving
- Leadership skills
- Management control
- Interpersonal sensitivity
- Proven organizational skills

- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Strong writing skills
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.



## Dress code policy

Child Care Training Consultants, LLC. Simulated Workplace's objective in establishing a dress code is to permit employees to work comfortably, but safely within the learning environment. Employees must project professionalism at all times, as one never knows if potential or current customers, visitors or students may visit the company unexpectedly. Due to the variance in business and industry models in which all companies revolve around, each simulated workplace is required to develop a dress code conducive to their company.

- Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even within the Simulated

### **Workplace classroom.**

- Even in a business casual work environment, clothing should be pressed and never wrinkled.
- Torn, dirty, or frayed clothing is unacceptable.
- Any clothing that has words, terms, or pictures that may be offensive to other employees, customers or visitors is unacceptable.
- Clothing depicting the school or company logo is encouraged.
- Sports team, university, and fashion brand names on clothing are generally acceptable.
- Certain days may require specific dress. Interviews, presentations, field trips, or when visitors are coming to the classroom, employees may be required to wear a company shirt with clean jeans or kaki's.
- No dress code can cover all contingencies; therefore, employees must exert a certain amount of judgment in their choice of clothing. If employees experience uncertainty about acceptable or professional business casual attire, they are advised to ask the supervisor for approval.

## Tobacco Free Workplace Policy

Child Care Training Consultants, LLC. Tobacco Free Policy is dedicated to providing a healthy, comfortable, and productive work environment for our employees. Numerous studies have found that secondhand smoke is a major contributor to indoor air pollution. Breathing secondhand smoke (also known as tobacco smoke pollution) is a main cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The Americans with Disabilities Act, which requires that disabled persons have access to public places and workplaces, deems impaired respiratory function to be a disability. The U.S. Surgeon General has determined that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke. The Environmental Protection Agency has determined that secondhand smoke cannot be reduced to safe levels in businesses by high rates of ventilation. A significant amount of secondhand smoke exposure occurs in the workplace. Employees who work in smoke-filled businesses suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function. Smoke-filled workplaces result in higher worker absenteeism due to respiratory disease, lower productivity, higher cleaning and maintenance costs, increased health insurance rates, and increased liability claims for diseases related to exposure to secondhand smoke. In light of these findings, Child Care Training Consultants, LLC. shall be entirely tobacco free effective June 2011. Smoking shall not be permitted in any enclosed company/school facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors. Copies of this policy shall be distributed to all employees.

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Signature of Supervisor/Instructor

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Signature of Employee/Student

[WWW.NO-SMOKE.ORG](http://WWW.NO-SMOKE.ORG)

## Drug free workplace

Child Care Training Consultants, LLC. is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any Child Care Training Consultants, LLC. employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, Child Care Training Consultants, LLC. has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.
- It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.
- It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs, that MAY (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.
- Violations of this policy are subject to disciplinary action up to and including termination of employment and expulsion from school per your county school board policies. Child Care Training Consultants, LLC. values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components: CCTC drug free workplace policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

I have read and understand the above policy.

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Employee Signature

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Date

## Weapon-Free workplace policy

The purpose of this policy is to ensure that Child Care Training Consultants, LLC. maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination or expulsion from the Simulated Workplace program. School and county policies for disciplinary measures regarding weapons on a school campus will be upheld. All company employees are subject to this provision, including contract and temporary employees, visitors and customers on company property. "Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property. "Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy. Child Care Training Consultants, LLC. reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination. This policy is administered and enforced by the Simulated Workplace supervisor and school administration.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Cell phone policy

The cellular phone policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

### **Cell Phones or Similar Devices at Work**

Child Care Training Consultants, LLC. is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instruction/hands-on activities, in addition to safety of all employees; all employees are asked to leave cell phones at their desk or out of the working/learning environment. Nevertheless, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, please inform your supervisor and ask for guidance. Employees who violate this policy will be subject to disciplinary actions, up to and including EMPLOYMENT TERMINATION.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Computer and Internet Policy

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at Child Care Training Consultants, LLC. require access to the Internet and the use of software, in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

### **Internet Usage**

Internet use, on Child Care Training Consultants, LLC. time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to Child Care Training Consultants, LLC. networking system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information. Removing such programs from the Child Care Training Consultants, LLC. network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask employees to limit Internet use. Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including TERMINATION OF EMPLOYMENT.

### **Email Usage at Company**

Email is to be used for Child Care Training Consultants, LLC. business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. Employees are not to conduct personal business using the Company computer or email. Please keep this in mind, when considering, forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention. Viewing pornography, or sending pornographic jokes or stories via email, is considered SEXUAL HARASSMENT and will be addressed according to the company's sexual harassment policy.

**Emails That Discriminate**

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be addressed according to the company’s harassment policy.

These emails are prohibited at Child Care Training Consultants, LLC. Sending or forwarding non-business emails will result in disciplinary action that may lead to EMPLOYMENT TERMINATION.

**Company Owns Employee Email**

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored within the company networking system.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Social Media Policy

Child Care Training Consultants, LLC. recognizes the importance of the Internet in shaping public thinking about your company and our current and potential products, employees, partners, and customers. Child Care Training Consultants, LLC. also recognizes the importance of our employees joining in and helping shape industry conversation and direction through blogging and interaction in SOCIAL MEDIA. Therefore, Child Care Training Consultants, LLC. is committed to supporting your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction in social media. Consequently, these guidelines in this blogging and social media policy will help you make appropriate decisions about your work-related blogging and the contents of your blogs, personal Web sites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public Internet, and in responding to comments from posters either publicly or via email. These guidelines will help employees open up a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of Child Care Training Consultants, LLC. as well as current and potential products, employees, partners, customers, and competitors.

### **Guidelines for Interaction about CCTC on the Internet**

- If employees are developing a Web site or writing a blog that will mention Child Care Training Consultants, LLC.
- and/or current and potential products, employees, partners, customers, and competitors, identify that you are an employee of (Company Name) and that the views expressed on the blog or Web site are yours alone and do not represent the views of the company.
- Unless given permission by your supervisor; employees are not authorized to speak on behalf of Child Care Training Consultants, LLC. or to represent that you do so.
- If you are developing a site or writing a blog that will mention Child Care Training Consultants, LLC. and/or current and potential products, employees, partners, customers, and competitors, as a courtesy to the company, please let your manager



know that you are writing them. Your supervisor may choose to visit from time to time to understand your point of view.

### **Confidential Information Component of the Blogging/Social Media Policy**

- Employees may not share information that is confidential and proprietary about the company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by the company.

These are given as examples only and do not cover the range of what the company considers confidential and proprietary. If you have any question about whether information has been released publicly or doubts of any kind, speak with your manager and the Public Relations department before releasing information that could potentially harm Child Care Training Consultants, LLC. or our current and potential products, employees, partners, and customers. Employees may also want to be aware of the points made in the non-disclosure agreement signed when they joined Child Care Training Consultants, LLC.

- Company logos and trademarks may not be used without explicit permission in writing from the company. This is to prevent the appearance that employees speak for or represent the company officially.

### **Respect and Privacy Rights Components of the Blogging/Social Media Policy**

- Speak respectfully about the Child Care Training Consultants, LLC. and current and potential employees, customers, partners, and competitors. Do not engage in name calling or behavior that will reflect negatively on Child Care Training Consultants, LLC. reputation. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by Child Care Training Consultants, LLC. and can result in disciplinary action up to and including EMPLOYMENT TERMINATION.
- Child Care Training Consultants, LLC. encourages employees to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about Child Care Training Consultants, LLC. and its employees, partners, and products.
- Honor the privacy rights of current employees by seeking their permission before

writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality.

#### **Competition Component of the Blogging Policy**

- Employees may not sell any product or service that would compete with any of Child Care Training Consultants, LLC. products or services without permission in writing from the president. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, talk with your manager and the president.

#### **Your Legal Liability Component of the Blogging Policy**

- Recognize that you are legally liable for anything you write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a HOSTILE WORK ENVIRONMENT. Employees can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Media Contact Component of the Blogging Policy
- Media contacts about (Company Name) and current and potential products, employees, partners, customers, and competitors should be referred to your supervisor or the administrator of your school.

Child Care Training Consultants, LLC. (CCTC) is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. Child Care Training Consultants, LLC. commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, CCTC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes field trips and school-related social events. Child Care Training Consultants, LLC. property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Child Care Training Consultants, LLC. policy against harassment covers employees and other individuals who have a relationship with CCTC which enables CCTC to exercise some control over the individual's conduct in places and activities that relate to CCTC work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

**Prohibition of Sexual Harassment:**

Child Care Training Consultants, LLC. policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- (1) submission to such conduct is made an express or implicit condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- (3) such conduct has the purpose or effect of unreasonably interfering with a employees work performance or creating an intimidating, hostile, humiliating, or offensive working environment. While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases,

promotions, increased benefits, or continued employment; or (3) coerced sexual acts. Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful. It is also unlawful and expressly against CCTC policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

**Prohibition of Other Types of Discriminatory Harassment:**

It is also against CCTC policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in CCTC premises such as on an employee's desk or workspace or on CCTC equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of

discriminatory harassment set forth above. It is also against CCTC policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

**Reporting of Harassment:**

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee, report the incident immediately to your supervisor or principal. Possible harassment by others with whom CCTC has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken. Child Care Training Consultants, LLC. will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Child Care Training Consultants, LLC. goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred. If CCTC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Compliance with this policy is a condition of each employee’s employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the supervisor or principal.

- Unplanned absences for any reason may result in termination.
- Planned absences will be requested, in writing and before the planned absence, with the instructor.
- Planned absences must be accompanied with either a parent note or doctor note upon return.
- ALL unplanned absences (sick days) will require the employee to call and/or email the instructor before the start of the working day and give notification and reason for an unplanned absence.

## Safety Policies and Procedures

### **Child Care Training Consultants, LLC. Safety Program**

Any policy, procedure or training used by the company to further the safety of employees while working within the Simulated Workplace environment is considered part of a workplace safety program. Workplace safety programs to reduce work-related injury and illness are concerned with:

- Promoting and rewarding safe practices at work
- Reducing injuries and illnesses at work
- Eliminating fatalities at work

### **Child Care Training Consultants, LLC. Injury and Illness Prevention**

According to OSHA, work-related injury and illness prevention falls into three categories in order of priority: engineering controls, administrative controls, and personal protective equipment controls. The Simulated Workplace has adapted this list to make it more applicable to career CTE programs:

- Administrative controls
- Written procedures and safe work practices
- Exposure time limitations (temperature and ergonomic hazards)
- Monitor use of hazardous materials

- Alarms, signs and warnings
- Training

Safety initiatives can be as simple as closing and locking the front door; replacing burned out lights inside and out; closing drawers before walking away from the desk or file cabinet; knowing and using proper lifting techniques; providing adjustable workstations to accommodate differences in people's stature and weight to eliminate repetitive motion, back, neck and shoulder injury; and using the proper tool for the job in an appropriate fashion. These and other basics should be universally adopted safety procedures in any workplace.

<p>Public Non-Discrimination Notice</p>
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Simulated Workplace programs must provide information to applicants, participants,

beneficiaries, and other interested parties regarding the rights of individuals. Methods of providing this information include publication in handbooks, manuals, pamphlets, application materials, posters, etc. Simulated Workplace site's Public Non-discrimination Notice should be found on a variety of publications including brochures, applications, catalogs, handbooks, job announcements, posters, recruiting materials, websites, school newspapers, etc. It also is required that a nondiscrimination notice be placed in local newspapers prior to the start of school. It counts if the county includes a statement in a general supplement, etc. (e.g., Kanawha Co. often has a back-to-school newspaper supplement that covers the upcoming school year). However, the CTE program is responsible for the following equity requirement: "Prior to the beginning of each school year, recipients must advise students, parents, employees and general public that all career and technical educational opportunities will be offered regardless of race, color, national origin, sex or disability." This must be issued annually in not only local newspapers but also institution newspapers and other publications. The annual notice must include a brief description of program offerings and admission criteria. Also a plan must be in place for disseminating the notice in any language other than English and to persons with visual impairments. Programs should establish reasonable codes of conduct (refer to WVBE Policy 4373) that prohibit disruptive or inappropriate behaviors and may apply these uniformly to all students (even when the effect is to disqualify a person with a disability).

<p>Public Non-Discrimination Notice</p>
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Child Care Training Consultants, LLC. does not discriminate on the basis of race, color, national origin, sex or disability. Child Care Training Consultants, LLC. does not discriminate in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The program also does not discriminate in its enrollment or classroom practices. In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator:

**Child Care Training Consultants, LLC. is an equal opportunity educator and employer.**

Accommodations are available upon request to those with documented disabilities. To request disability accommodations, please contact:

**Office for Civil Rights (OCR)** at **1-800-421-3481** to report any educational discrimination on the basis of race, sex, disability, etc., request information on civil rights compliance programs, procedures for filing discrimination complaints, or access to civil rights regulatory and policy documents.

U.S. Department of Education  
Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1328

Professional Development Contacts
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Child Care Training Consultants, LLC.  
Website: [www.childcaretrainingclasses.org](http://www.childcaretrainingclasses.org)

Email:

[childcaretrainingconsultants1@gmail.com](mailto:childcaretrainingconsultants1@gmail.com)

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