



Performance Improvement Plan

Date: February 4, 2014

To: Dolly Parton, Preschool Teacher

From: Tym Smith, Program Director

Re: PERFORMANCE IMPROVEMENT PLAN

Behavior that needs improvement: Interactions with the children

Previous conversations or actions

- *on September 6, 2013 the director stepped into the classroom to tell Dolly to lower her voice.*
- *on October 13, 2013 the director met with Dolly to go over the centers policies on interactions, discussed the importance of speaking to the children at eye level and using a positive tone of voice.*
- *on December 12, 2013 the assistant director spoke to Dolly about non-verbal interactions, and how her body language can come across negative to the children.*

Expectations of the employee (per the employee handbook, page 27)

While interacting with children, we expect Dolly to:

- *Interact with children frequently showing affection, interest and respect*
- *be available and responsive to children*
- *speak to children in a friendly, positive, courteous manner*
- *treat all children with respect and consideration*
- *encourage children's development*
- *ensure that the overall sound of the group is pleasant*
- *support children's emotional development, assisting them to be comfortable, relaxed, and happy while involved in play*
- *encourage pro-social behavior through appropriate role modeling*
- *use a variety of teaching strategies to enhance children's learning and development*

Expectations not being met

Dolly is not meeting the following expectations:

- *interact with children frequently showing affection, interest and respect*
- *be available and responsive to children*
- *speak to children in a friendly, positive, courteous manner*

Early Care and Education will take the following actions to help Dolly's performance improve:

- *Dolly will attend a training on Saturday, February 9th from 9-1 on Positive Interactions*
- *Dolly has been register to take a online course on Appropriate Interactions in the Classroom*
- *Dolly will be assigned a role model who will work with her 2 times a week for 2 hours to role model appropriate interactions*
- *The program director will meet with Dolly each Friday for the next 4 weeks to discuss improvements or lack of improvements*

Follow Up

The program director will meet with Dolly on March 4th, 2014 at 4:00pm to discuss the outcome of this performance improvement plan. If Dolly's performance has not improved, then further action may be taken, including termination of employment.

Program Director Signature

Date

Employee Signature

Date

Please note: If you refuse to sign this document, indicate below:

Notice of Termination of Employment

Name Dolly Parton **Date** January 9, 2014

Position Pre School Lead Teacher

This notice is to inform you that your employment with Early Care and Education is being terminated effective immediately due to your attendance (see attached time sheets). Over the last six months you have missed 19 days and has been tardy multiple times. This behavior places our center at risk with child care licensing 746.2401(1), "*children must have care by the same caregiver on a regular basis*". It also violates our centers personnel policies (page 4) on attendance.

Please note that Early Care and Education has made every effort to try to save your employment by making modifications to your schedule and understanding that personal issues happen from time to time, however in the best interest of the children and the center, termination is required after your last occurrence on January 7th and 8th, 2014.

Employees Signature _____ Date _____

Managers Signature _____ Date _____

If you refuse to sign this document, indicate below and sign

Employees Signature _____ Date _____