



NEW STAFF ORIENTATION



Welcome!



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What to Expect

- At The Learning Lamp, employees will find an atmosphere that reflects **the passion of the nonprofit world, a deep commitment to learning and the drive of the business world.**
- It is a dynamic place that evolves to meet the changing needs of our families, schools and communities.

What to Expect

- When you join our staff, you can count on **challenging work that lets you use your current knowledge and acquire new skills.**
- We offer a responsive, friendly, team-oriented atmosphere with opportunities for professional development and career advancement.



What to Expect

- The Learning Lamp is a mission-driven work environment.
- We are committed to making a positive difference in the lives of young people.
- We expect our employees to put the needs of kids first.
- **That means being engaged with students at all times.**



About The Learning Lamp

The Learning Lamp was founded in 2003 with a simple idea– to provide high quality educational support services without a high price tag.





About The Learning Lamp

- Dr. Lorraine Nulton, an educational psychologist, developed the idea for The Learning Lamp.
- While evaluating students in Johnstown, PA area schools, she noticed that **children who needed help the most often came from families who couldn't afford the high cost of tutoring.**
- Start-up funding for The Learning Lamp was donated by the Nulton family.



About The Learning Lamp

- The Learning Lamp has grown significantly since our launch in 2003.
- We were founded to provide affordable, high quality one-to-one tutoring.
- **Today, our services include a variety of educational programs for families and schools.**





About The Learning Lamp

- The Learning Lamp is a **nonprofit** organization. Our mission is to engage children in the support they need to succeed.
- Our vision is a community where all children have access to high quality education and the tools to succeed.
- The Learning Lamp works in partnership with schools, families and community-based organizations to offer programs that make a positive impact on academic achievement.



About The Learning Lamp

- United Way member agency in Bedford, Cambria and Somerset Counties.
- One of only 53 nonprofits in PA to earn the Pennsylvania Association of Nonprofit Organizations' Standards for Excellence certification.
- GuideStar Exchange Gold Participant
- Keystone STAR Level 4 child care provider



What is a Nonprofit?

- A public benefit organization formed to serve a specific mission
- Governed by a volunteer board of directors
- Has no owners or investors
- Surplus funds are reinvested into the mission of the organization



Our Mission Statement

The mission of The Learning Lamp is to
**engage all children in the support
they need to succeed.**

Our Values

- Quality
- Integrity
- Transparency
- Teamwork
- Inclusive of all abilities
- Responsive to the needs of the schools, children and families we serve

Our Values

- The Learning Lamp offers **quality** educational programs that are **inclusive of all children** and **responsive to the needs of schools, families and the community.**
- We are **transparent** and our operations are conducted in a way that demonstrates **integrity** and a commitment to **teamwork.**

Our Beliefs

- All children can and must become engaged learners.
- All children should have access to quality educational experiences that enhance and reinforce classroom learning.
- Partnerships are critical to reaching students and developing programs that help them succeed.

Our Non-Negotiables

- Every decision must benefit the children we serve.
- Staff and volunteers who believe in our mission are critical to our success.





2014 at a Glance

- The Learning Lamp served **19,748 children** from **88 school districts** and **46 non-public and private schools** and other organizations.
- We served students in **18 PA counties** and **two counties in Maryland**.
- Our fastest growing programs include child care, before and after school care, our Substitute Teacher Program and temporary staffing for schools.



Our Clients

- The Learning Lamp has two distinct customer types:
- **Families-** We accept children of all abilities and income levels for child care, preschool, summer camps and tutoring.
 - **Schools-** Managed under a new division called **Ignite Education Solutions**, we work in partnership with public and private schools, intermediate units and online learning organizations to provide educational services.

For Families

- One-to-one tutoring by certified teachers for as little as \$13/hour
- SAT and ACT prep classes
- Quality, educationally-focused child care, preschool and before and after school care
- 12 weeks of summer camp for grades PreK to 8
- Credit recovery and summer school



Child Care Centers

- Jennerstown
- Johnstown
- Richland
- Somerset
- Westmont



School-age Programs

- Cambria Heights Elementary
- Cambria Elementary (Central Cambria SD)
- Conemaugh Township Area Elementary
- Forest Hills Elementary
- Jackson Elementary (Central Cambria SD)
- North Star Central Elementary
- Richland Elementary
- Saint Benedict School, Geistown
- Windber Area Elementary
- Also serve Westmont, Ferndale, Somerset and OMOS



Preschools

- Bedford Area Elementary
- Conemaugh Township Area Elementary
- Everett Area Elementary
- Jennerstown
- Richland
- Somerset
- Westmont



- **88 districts and 46 non-public/private schools in 18 counties** in Pennsylvania and 2 counties in Maryland
- Comprehensive services
- Flexible and cost-effective
- Work in partnership with schools to solve problems and find funds
- Serve grades PreK-12



For Schools

- School staffing services
- Substitute Teacher Program
- Fingerprinting services
- Classrooms for at-risk/special needs students
- Online learning
- Laurel Highlands Cyber Academy
- SAT prep
- The Learning Lamp *To Go*- Mobile science and geography workshops
- Tutoring and homebound instruction
- Professional Development

Substitute Teacher Program

- Admiral Peary AVTS
- Conemaugh Township Area SD
- Conemaugh Valley SD
- Greater Johnstown Career and Technology Center
- Richland SD
- Richland Academy
- Propel Charter Schools
- Shade-Central City SD
- Somerset Area SD
- Turkeyfoot Valley Area SD
- Tussey Mountain Area SD
- Windber Area SD



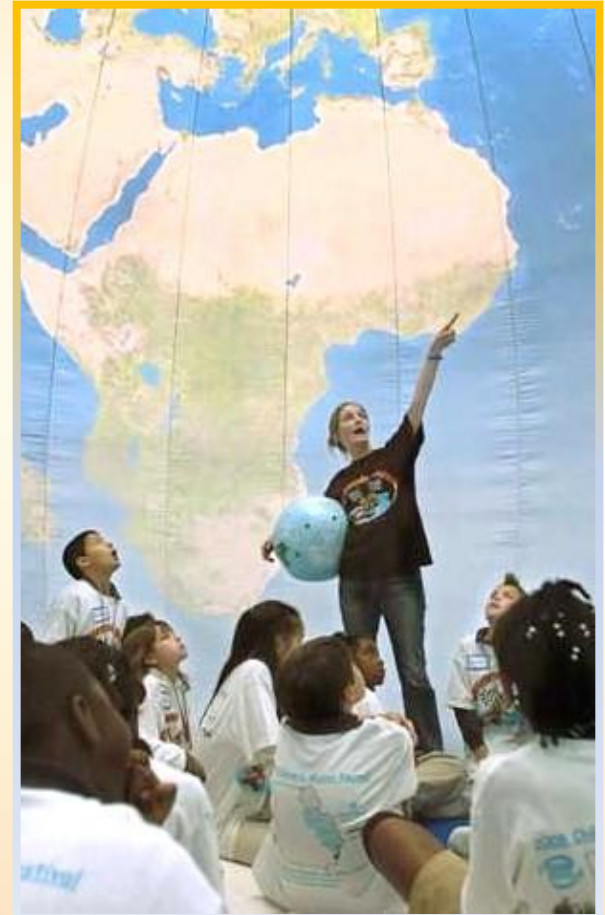
School Staffing Services

- Life skills/personal care aides
- Title 1 instructors
- Alternative education teachers
- Special education teachers
- Reading specialists
- Speech pathologists
- ESL teachers
- School psychologists
- LPNs
- Homebound instructors
- Online learning teachers



To Go Program

- Earth Balloon
- Discovery Dome
- LEGO Lab
- Giant Map of PA
- National Geographic Giant Maps
- KAPLA Kidstruction
- Geology Rocks!
- Bodies in Motion
- K'Nex and Kid N'Nex Workshops
- Imagination Playground



Laurel Highlands Cyber Academy

- 129 students in 11 school districts (7 counties)
- Full-year and block schedules
- 24/7 access to course content
- Aligned with PA Core Standards
- Courses taught by PA certified teachers



Like to Learn More?

- Visit: thelearninglamp.org
- Visit: igniteedu.org
- Check out our video at:
<http://www.youtube.com/watch?v=IVoWKYcEeIA>
- Join us on social media:





I'm Hired. Now What?

It's time to complete the New Employee Orientation, which includes:

- Self-paced orientation slide show
- The Learning Lamp video
- Self-paced review of Employee Handbook
- Review of Offer Letter and Job Description
- Review of Training Check List
- Tour of worksite and assignment of mentor



All new employees must fill out a New Hire Packet which includes:

I'm Hired. Now What?

- ___ Employment Application
- ___ Resume (including Cover Letter & References)
- ___ Letters of recommendation (2 needed for child care staff)
- ___ Direct Deposit Form
- ___ W-4 Form Pay Rate: _____
- ___ I-9 Form (Employment Eligibility Verification Form)
- ___ Copy of Driver's License
- ___ Copy of Social Security Card
- ___ Copy of Highest Degree or Transcript
- ___ Copies of Training Certificates (If Applicable)
- ___ Professional License/Teaching Certificates (If Applicable)
- ___ Payroll Deduction Authorization Form
- ___ PA Child Abuse History Clearance (Act 33) Date expires: ____
If expired, was a provisional agreement signed: _____
- ___ PA State Police Criminal Record Check (Act 151) Date expires: ____
If expired, was a provisional agreement signed: _____
- ___ FBI Criminal Record Check
- ___ Mandated Reporter Certificate
- ___ Proof of Physical and TB test (Mandatory for child care staff). The exam must be administered no more than twelve months in advance of employee start date and renewed every two years.
Medical exam expires: _____
- ___ Insurance Information or Waiver
- ___ Conflict of Interest Statement
- ___ Confidentiality Statement
- ___ Code of Conduct
- ___ FERPA Guidelines for Education Staff
- ___ Mandated Reporting
- ___ Receipt for Employee Handbook (Attachment A)
- ___ Emergency Contact Form
- ___ Workers' Compensation Form

Important Notes

- **Your first pay cannot be processed until your employee paperwork is complete.**
- If you need assistance with paperwork, contact Kayla Cobaugh, Human Resources Manager at 814-262-0732 x236 or kcobaugh@thelearninglamp.org.
- Employees working directly with children must have all 3 clearances and proof of a physical and TB test within the last year.

Employee Benefits

- **Medical, Dental and Vision-** Full-time and part-time benefit eligible employees and their dependents are eligible for coverage.
- **Life, Accident and Disability-** We offer full- and part-time employees with insurance coverage through voluntary life insurance and short- and long-term disability coverage in case you cannot work due to illness or injury.
- **Retirement-** Full- and part-time employees may contribute to a 403(b) retirement savings plan as soon as they start work.

Employee Benefits

- **Program Discounts-** Any 12-month employee working 30 hours per week or more is eligible for reduced cost tutoring, child care, preschool and summer camp programs.
- **Professional Development-** Employees are offered a variety of trainings to help build professional skills.
- **Tuition Assistance-** Full-time employees may be eligible for help paying for degrees related to their work.
- **Paid Time Off-** Full-time workers are eligible for vacation, personal/sick and holiday time.

Employee Benefits

- **Flexible Work Schedules-** We recognize the importance of flexibility and the need for work/life balance. Employees are able to work with their supervisor to create a flexible work schedule.
- **Credit Union Access-** Employees are able to access low-cost loans and banking services.
- **Employee Retention Awards-** Employees at Keystone STARS centers are eligible for education and retention awards when grant funding is available.

Employee Benefits

- **Discounted Gym Membership-** Employees living in Johnstown are able to join East Hills Recreation in Richland at a greatly reduced cost.
- **Employee Assistance Program (EAP)-** Employees can use this professional counseling service up to 6 times per year at no cost.



Employee Benefits

If you have any questions about the benefits described, please contact us at 814-262-0732 x236

or:

- Human Resources Manager Kayla Cobaugh at kcobaugh@thelearninglamp.org
- More information is also available in the employee handbook or on the employee portal of our website.



Employee Handbook

- The Learning Lamp's Employee Handbook will be your primary resource for questions regarding your employment at The Learning Lamp.
- A paper copy of the handbook is available at the main office and all child care locations.
- **The handbook is also available on the employee portal of our website.**



Employee Handbook

Parts of the handbook include:

- Employment
- Compensation
- Time Off
- Employee Benefits
- On-The-Job
- Leaving The Learning Lamp
- Standards for Excellence



Employee Portal

- The handbook is always available on the employee portal.
- The portal can be accessed on our website. The address is thelearninglamp.org
- Click on the Employment tab.
- On the left side of the web page, click the Employee Portal button. **User name: TLLstaff**
Password: lightbulb2014



Employment

- Employment at The Learning Lamp is a **voluntary, at-will employment relationship** with no specified period of time.
- New employees will receive an offer letter at the time of hire detailing duties, work hours and rate of pay.



Employment

- We are an Equal Opportunity Employer
- We expect that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.
- Employees who experience any of these are encouraged to call our Anonymous Reporting Hotline at 1-877-369-6480.

- Employees are expected to review and comply with the **Code of Conduct , Code of Ethics and Conflict of Interest statements.**
- Employees are expected to treat topics related to daily work and children served in a **confidential manner.**
- Employees are expected to be actively engaged in their work.



Employee Confidentiality

- At The Learning Lamp, we take confidentiality seriously.
- **Employees are not allowed to discuss students outside of the classroom or with anyone not immediately involved with the care or education of a student.**
- Conversations about students should be kept positive in nature. Noncompliance may result in dismissal.



Employees as Mandated Reporters

- All employees of The Learning Lamp are **mandated reporters**.
- If you suspect a child is a victim of abuse or neglect, you are required to report the information to your program director. He or she will help decide how to document and report the incident to the proper authorities.
- All employees will be required to take a 3-hour training on being a Mandated Reporter. Please ask your supervisor for details.

Full- and part-time employees may receive constructive work reviews on the following schedule:

- 90-day meeting with feedback from supervisor
- Six month informal work review
- Annual formal work and wage review
- Wages of contracted school-based employees are determined by the school district

Employment

- Employees are paid on a bi-weekly basis
- Time sheets must be submitted by Monday prior to the date of pay to Monica Purazo at mpurazo@thelearninglamp.org or faxed to 814-262-0837
- A list of pay dates is available from your supervisor or on the employee portal
- Pay can be directly deposited into your bank account(s)- Maximum of 2 accounts

Employment

- If you are sick and not able to attend work, you **MUST** follow the **Attendance Policy** provided by **your supervisor**.
- You are required to give at least a **3-hour notice** so your shift can be filled. Appropriate staffing ensures quality care and education for the children enrolled in our programs.
- Employees **MUST** speak to someone when calling off - no voicemails, texts or emails.

Questions?

- If you have any questions or concerns about your job, you are **encouraged to talk with your immediate supervisor.**
- Address any safety, quality of care or ethical issues immediately.
- If you do not receive an adequate or timely answer from your supervisor, contact your department head. A list of managers is provided on the next page.
- **Remember– We can't fix problems we don't know about.**



Our Leadership Team

- Leah Spangler, Chief Executive Officer
- Kathy Josephson, Chief Operating Officer
- Emily Theys, Director of Educational Programs
- Jona Duppstadt, Director of Educational Programs
- Erica Ponczek, Director of Early Learning Programs
- Brittany Darr, Director of School Age Programs
- Ingrid Kloss, Development Director



Contact Us

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thelearninglamp.org

To email: First initial, last name @ thelearninglamp.org.
For **Ignite**, First initial, last name @ igniteedu.org.