



Belle City Learning Center

Employee Policy Manual

Table of Contents

| | |
|--|----|
| Mission and Purpose..... | 5 |
| Section 1: | |
| Employment Policies and Procedures At-Will Employment..... | 5 |
| Equal Opportunity Employment..... | 6 |
| Americans with Disabilities..... | 6 |
| Confidentiality | 6 |
| Social Security Number Privacy | 7 |
| Non Harassment..... | 7 |
| Immigration Reform and Control Act | 8 |
| Diversity..... | 8 |
| Code of Ethic..... | 8 |
| Section 2: | |
| Job Duties, Policies and Procedures Categories for Employment..... | 9 |
| Employment Requirements..... | 9 |
| Staff Schedules..... | 9 |
| Pay Day..... | 10 |
| Recording Your Time | 10 |
| Lunch Hour/Breaks | 10 |
| Paycheck Deductions | 10 |
| Garnishments/Child Support | 11 |
| Job Descriptions | 11 |

Compensation.....11
 Pay Increase.....11
 Overtime11
 Orientation11

Section 3: Benefits

Holidays.....12
 Sick and Vacation Time or Paid Time Off.....12
 Time Off Requests.....13
 Calling in Sick13
 Absences.....13
 Jury Duty14
 Parental Leave.....14
 Bereavement14
 Workers Compensation.....14
 Unemployment Insurance15
 Staff Meetings.....15
 Professional Development15
 Pay Increase.....15
 Performance Evaluation.....15
 School Closures.....15
 Telephone.....15
 Visitors.....15
 Dress Code.....15

Section 4:

Child Care Policies and Procedures State Licensing Rules and Regulations.....16
 Curriculum16
 Classroom Appearance.....19
 Child Release Policy19
 Monitoring Children.....20
 Bathroom Safety20
 Outdoor Safety.....20
 Incident Reports.....21

Discipline Child Time Out/Redirection.....21

Behavioral Conferences22

Ill Child23

Medication Policy.....23

Workplace Safety23

Hygiene and Cleaning.....24

Meals and Food Preparation.....25

Transportation26

School Emergencies26

Section 5:

Safety Policies and Procedures Coaching and/or Progressive Action27

Conflict Resolution.....27

Gross Misconduct27

Resignation.....28

Loans from Parents28

Employee Theft.....28

Drug and Alcohol Free Workplace28

Workplace Violence29

Discipline, Abuse & Neglect Policy.....29

Electronic Communication29

Social Media31

Volunteers.....31

Abuse and Neglect Statement.....33

Receipt of Employee Handbook.....34

Mission Statement

Belle City Learning Center is committed to providing families with the highest standard of child inspired, professionally nurtured care and opportunities for learning.

Belle City Learning Center provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child centered environment. We foster innovation. We embrace teamwork. We strive for excellence. We respect and support families. We commit to service at all levels. We respect and appreciate diversity. We actively listen and seek to understand. We communicate openly and productively. We use resources creatively and responsibly. We abide by the NAEYC Code of Ethics and Statement of Commitment.

Our vision is to be nationally recognized as an outstanding childcare facility which recognizes the needs of children, families and teachers.

We have prepared this Handbook to provide you with information regarding our policies, rules, and present benefits. Please set aside some time to become familiar with this handbook. It will be very helpful in answering many questions that may arise. We recognize however, that you may need clarification or have additional questions not addressed in this Handbook. Please feel free to ask your immediate Supervisor, the Program Director, or Administrator any questions you may have.

Section 1: **Employment Policies and Procedures**

AT-WILL EMPLOYMENT This Handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Belle City Learning Center and you as the employee. This employee handbook supersedes and replaces any and all prior employee handbooks and any inconsistent verbal or written policy statements. The program is an AT-WILL employer. This means that regardless of any provision in this employee handbook, either you or Belle City Learning Center may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of Belle City Learning Center is authorized to enter into an agreement-expressed or implied-with any employee for a specified period of time unless such an agreement is in written contract signed by the director. Thus, employment with Belle

City Learning Center is not for a definite term. Belle City Learning Center or you may terminate employment at any time, for any reason or for no reason.

EQUAL OPPORTUNITY The program is an equal opportunity employer. We will not discriminate against employees or applicants for employment based on any legally-recognized based including but not limited to: physical or mental disability, religion, race, color, national origin, age, sex, pregnancy, childbirth or related medical condition, height, weight, marital status, genetic information, veteran status, uniform service member status, and any other protected class under federal, state or local law. The program will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate based on any legally-recognized based including but not limited to: physical or mental disability, religion, race, color, national origin, age, sex, pregnancy, childbirth or related medical condition, height, weight, marital status, genetic information, veteran status, uniform service member status, and any other protected class under federal, state or local law.

AMERICANS WITH DISABILITIES ACT Belle City Learning Center is committed to providing equal employment opportunities to qualified individuals (children and families) with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the director of the need for accommodation. Upon doing so, the director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations cause by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The organization will not seek genetic information in connection with requests for accommodation. All medical information received by the organization in connection with a request for accommodation will be treated as confidential.

CONFIDENTIALITY We have a policy to show our commitment to protect personal information submitted to us by our parent members and their children through any of several means. Use, access to, and protection of the personal information will be limited and controlled under this Policy, which will ensure that information is neither shared nor disclosed to unauthorized persons without the appropriate consent. Information collection, use, and disclosure practices as regards to personal information we collect are described below. This privacy policy only applies to individuals associated with the program and any data gathered with respect to that membership. Confidential information includes any of the following that may apply to your

child, yourself, or others designated by you for emergency purposes: Contact information, such as name, address, email, and phone numbers; Financial information, such as banking information; Demographic information, such as income, employment status, gender and age; Medical information including past history and current conditions Assessments done for the purpose of determining developmental areas for your child and grant application. No employee shall disclose child information to other families, friends, or others not deemed as the parent or guardian of the child. Protect the interests of each child and family by maintaining confidentiality. Information about children or their families is shared on a “need to know” basis only. Thus, be very sensitive about discussing children’s developmental needs and family information in public places such as the lounge or hallway. Also strive to be supportive of Belle City Learning Center efforts by avoiding negative or malicious discussions about Program issues. Stay positive and focus on the early childhood needs of the children in your care. Any violation of this policy can result in disciplinary action, up to and including discharge. Questions concerning confidentiality may be addressed with the director.

SOCIAL SECURITY NUMBER PRIVACY AND PROTECTION OF PERSONAL INFORMATION To ensure confidentiality of the program employees’ Social Security Numbers (SSNs), no employee may acquire, disclose, transfer or unlawfully use the SSN of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information. Except where permitted by state or federal law, we will not 1) publically display all or more than four sequential digits of an employee’s SSN, including on a badge or card; 2) use all or more than four sequential digits of an employee’s SSN as the primary account number, to gain access to an Internet website or computer system/network, password, or unique PIN for any individual; 3) include all or more than four sequential digits of an employee’s SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging. Any documents that include employee SSNs and are discarded, must be shredded. Any violation of this policy will result in disciplinary action up to and including discharge.

NON-HARRASSMENT The program prohibits harassment and sexual harassment of one employee by another employee, supervisor or third party for any reason based on a “protected class” including, but not limited to: physical or mental disability, religion, race, color, national origin, age, sex, pregnancy, childbirth or related medical condition, height, weight, marital status, genetic information, veteran status, uniform service member status,

and any other protected class under federal, state or local law. Harassment of third parties by our employees is also prohibited. The purpose of this policy is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. It is not easy to define precisely what harassment is, but it includes: slurs, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. An employee who believes that (s)he has been harassed or is a victim of sexual harassment should report the situation immediately to the director. The director will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy.

IMMIGRATION REFORM AND CONTROL ACT In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our business is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

DIVERSITY To serve our child care families, partners and others with whom we do business, our program acts to recruit and encourage staff with diverse talents, strengths, cultures, backgrounds and ideas. We seek to maintain a working atmosphere in which diversity is valued, persons of all backgrounds are welcomed, and all employees are treated with equal dignity and respect regardless of their background or job function. We accept the legitimacy of children's home culture, respect (hold in high regard) the home culture, and promote and encourage the active involvement and support of all families, including extended and nontraditional family units (www.naeyc.org).

CODE OF ETHICS Staff shall always put the best interests of the children first. Every child will be treated as an individual and respected as a human being. Each child will be treated with warmth and understanding. Staff acknowledges that each child is unique and has his/her own potential. Staff shall work with parents to enhance the quality of life for all children. Staff shall recognize that their role as an educator and caregiver of children requires them to continually pursue knowledge regarding developments in education. Staff shall respect the different

ethnic backgrounds and value systems of the people in our community. Physical punishment shall never be used as a form of discipline. If discipline is required it shall be done in such a way that it does not belittle the child.

Section 2: Job Duties, Policies and Procedures

CATEGORIES FOR EMPLOYMENT Probation Period: Full-time and part-time employees are on a probationary period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. Employment during the first 90 days is not guaranteed and the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your probationary period. Full-time employees regularly work at least a 40 hour workweek. Part-time employees regularly work 20-39 hours each week. All employees are considered NON-EXEMPT and are entitled to overtime pay as required by applicable federal and state law. Upon hire, the director will notify you of your employment classification. A detailed Job description will be available at time of hire.

EMPLOYMENT REQUIREMENTS Employees must have the following items on file within ___ days of employment: 1. Medical Clearance – signed by a licensed physician. This report shall declare, to the best of the physician’s knowledge, the physical capability of the staff member or volunteers to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment. 2. Tuberculosis test - taken within 1 year before employment. T.B. test should be retaken every 2 years thereafter. 3. State of Wisconsin police clearance - must be retaken every 2 years 4. Department of Children and Family Services (DCFS) Child Abuse and Neglect/Mandated Reporter Training, taken every 2 years thereafter. 5. CPR & First Aid Certification

STAFF SCHEDULES All staff schedules are posted in the office. Hours of work are subject to change by leadership to meet the needs of our families. Any requests for days off must be given in writing two weeks in advance. Completion of a time off request does not guarantee approval. You are responsible to ask another staff to cover your shift if ratio is high. Requests for special days at the last minute will be honored whenever possible and when coverage is available. All overtime or altered work schedules must be approved by the Director.

PAY DAY You will be paid biweekly on Friday for the period that ends the previous Saturday. The workweek starts on Sunday and ends on Saturday. When pay day is a holiday, you

normally will be paid on the last working day before the holiday. Please review your paycheck for errors. If you find a mistake, report it to the Director immediately.

RECORDING YOUR TIME Non-exempt employees must record their hours on our timekeeping system. Accurately recording your time is required to be sure that you are paid for all the hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. It is imperative that you punch yourself in/out at arrival and departure time daily (including breaks/lunches). Non-exempt employees are generally those who are paid on an hourly basis and who are not exempt from the minimum wage and overtime requirements established by the federal Fair Labor Standards Act. Non-exempt employees are paid an hourly wage for the actual time worked and are paid overtime in accordance with applicable federal wage and hour laws. These employees must complete the time sheet form to record hours worked and paid leave hours. Exempt employees are generally those who are paid on a salary basis and whose duties and responsibilities meet the legal requirements for the exemption as established by the federal Fair Labor Standards Act. Exempt employees are expected to work specified contracted or more hours per week, to include working outside of normal business hours in order to meet their job responsibilities. Exempt employees should not expect compensatory time for hours worked in excess of contracted hours in a given work week. Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour laws.

LUNCH/BREAKS All full- time staff persons shall have a half hour relief period. Adequate supervision of the students will be arranged for by the Director. You are to clock out for your lunch break unless otherwise authorized by the director to work through the break. When the Belle City Learning Center is serving classroom meals, staff is expected to participate by eating with the class during mealtime in order to model appropriate behavior, nutritional choices and manners. Your own meals are to be eaten in other areas where no children are present. Always avoid drinking hot beverages around the children to avoid possible burns.

PAYCHECK DEDUCTIONS Belle City Learning Center is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deduction and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

GARNISHMENT/CHILD SUPPORT When an employee's wages are garnished by a court order, our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our organization will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

JOB DESCRIPTIONS The program maintains a job description for each position within the child care program. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the administrative manager.

COMPENSATION Salaries are negotiated between the administrator, director and employees, subject to the nature of the employees' job responsibilities, experience, and length of service. The administrator and director's salary is reviewed annually by the owner. The program's intention is to pay its employees according to the scope of position responsibilities plus skills and experience required.

PAY INCREASE Belle City Learning Center appreciate employee commitment and demonstrates appreciate through praise, positive words of affirmation and merit increases. Pay increases are given once a year and are based on program availability of funds and individual work performance. Decisions about salary increases are made by the Owner after consideration of performance review information, consultation with administrator, director and/or supervisor, and previously mentioned factors. A performance or pay review does not guarantee a pay increase. Depending upon your performance, adjustments may be made to you pay.

OVERTIME There may be times when you will need to work overtime so that we may meet the needs of our children and families. Non-exempt employees must have all overtime approved in advance by their supervisor. Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law. Only actual hours worked count toward computing weekly overtime. If you have any questions concerning overtime pay, check with the administrative manager.

ORIENTATION All new employees are oriented to the program policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers

first 30 days. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or administration for further explanation or clarification of policies at anytime. It is each staff member's responsibility to uphold program expectations at all times.

Section 3: Benefits

HOLIDAYS After 90 days in a new position, full-time teachers shall receive pay for the following holidays when they fall on a work day. To qualify for holiday pay, you must work your scheduled work day prior to the holiday, and the day before the holiday unless it is approved by director. Belle City Learning Center hours of operation are Monday – Sunday from 5 a.m. – 11:59 p.m.; year-round. We will be closed on the following days Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr's birthday, Memorial Day, Labor Day, Independence Day, Good Friday, the Saturday following Good Friday, and Easter Sunday. Other closings for additional days will be determined based on student enrollment; parents will be advised. For severe weather and snow days, we reserve the right to be closed whenever Racine Unified School District is closed, however parents will be notified in case of exception.

SICK TIME, VACATION TIME OR PAID TIME OFF (PTO) The program offers paid Sick Time Off. Sick Time may be used for time away from the office related to illness of employee or family member, hospitalization, emergency, appointment, or personal business. Employees receive Sick Time Off as follows: Full time hourly employees are eligible for up to 3 (three) paid sick days per calendar year. If a caregiver feels or becomes ill, they must contact the director within 24 hours prior to the shift. Depending on the circumstances, the caregiver must present the proper documentation before returning to work. Please do not come to the child care ill. Sick Time off is a benefit intended to be used during the year (January 1 – December 31) in which it is given. Employees are not permitted to carry sick time into the New Year.

Vacation Time Off The program offers paid Vacation Time Off. Vacation Time may be used for time away from the office related to planned vacations or personal business. Employees accrue Vacation time as follows: Example: Full time employees, who have successfully completed the probationary period, are eligible for up to 3 (three) to 5 (five) paid vacation days per calendar year depending on length of service. Employees will be eligible for 3 Vacation days during their first year of service and accrue an additional vacation day each continued year of service up to 5 vacation days. Management will be eligible for 7 (seven) days

of Vacation in their first year after successfully completing their probationary period, and accrue 2 (two) additional days each continued year of service for a maximum of 14 (fourteen) Vacation days.

Paid Time off must be approved by the director. After the five PTO days are used, all other absences are unpaid days off. PTO is a benefit intended to be used during the year (January 1 – December 31) in which it is accrued. Employees are not permitted to carry over any time. Any employee, who leaves in good standing with proper notification can have pay in lieu of taking accrued time off. All vacation requests should be submitted at least a month in advance so the program can prepare for adequate staffing. TOR Paid Time Off In lieu of separate vacation and sick leave time, the program offers Paid Time Off (PTO) to give employees the flexibility to manage their time out of the program. PTO may be used for any time away from the office – vacation, illness of employee or family member, hospitalization, emergency, appointment, or personal business. Employees accrue Paid Time Off as follows: Example: Full time employees, who have successfully completed the probationary period, are eligible for up to 5 (five) paid personal days per calendar year. Paid Time off must be approved by the director. After the five PTO days are used, all other absences are unpaid days off. PTO is a benefit intended to be used during the year (January 1 – December 31) in which it is accrued. Employees are not permitted to carry over any time.

TIME OFF REQUEST Submit a Time Off request for any Paid Time Off you plan to use. Time off (paid or unpaid) is not approved or disapproved until the Time off Request form is returned to you. Please do not assume just because you submit the Time Off Request form, time off is approved.

CALLING IN SICK There are occasions when you feel you must call in sick. This must be done **by the employee**, at least two hours before the start of your scheduled shift to allow time to obtain a replacement. In cases of emergency, you should call as soon as possible. Excessive absences will result in disciplinary action, up to, and including termination. Please call the Director to report an absence for sickness.

ABSENCES Children need caregiver consistency to flourish. Therefore, if an employee needs time off, it must be arranged well in advance. Employees must call the director only at least one (1) hour prior to scheduled work time with information concerning emergency absences. Employees not adhering to this policy are considered no show/no report, will receive no pay for the day and will be subject to disciplinary action, including termination. Asking a friend, another employee, or a relative to give notification is not considered acceptable unless you

are incarcerated or incapacitated. The employee reserves the right to terminate the employee for excessive illness and/or tardiness, or if by reason of illness or other reasons, the employee is unable to perform his or her duties for a period longer than five consecutive class days.

JURY DUTY Employees summoned for jury duty are granted an unpaid leave in order to serve. We reserve the right to request proof of jury service issued by the court upon return. Make arrangements with the Director as soon as you receive your summons. We expect you to return to your job if you are excused from jury duty during your regular working hours.

PARENTAL LEAVE Full-time employees who have completed their probation period may be granted a leave of absence without pay upon the birth or adoption of a child. Such leave must begin within six months of the birth of the child and/or the placement of the child for adoption. A period of parental leave may not exceed 12 working weeks (3 months) in a 12-month period. Employees will not accrue paid time off during this period. Employees seeking parental leave must provide a minimum of 30 days' advance notice of their intent to take parental leave and the anticipated date of their return. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment. If the staff member does not return after 12 working weeks or 3 months without prior approval, the employee is considered separated and/or terminated.

BEREAVEMENT Full-time employees and regular part-time employees who have completed 90 days of employment are eligible for 3 (three) unpaid days for death of an immediate family member. Members of the immediate family include spouses, domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners. Exceptions to the definition of "immediate family" may be made with management approval. Full-time employees and regular part time employees, who have completed 60 days of employment, are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews. Requests for bereavement leave should be made to your supervisor as soon as possible.

WORKERS' COMPENSATION On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Director. Consistent with applicable state law, failure to report any injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

UNEMPLOYMENT INSURANCE Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the administrative manager.

STAFF MEETINGS Staff meetings are an opportunity for staff to learn about new licensing regulations and child caring techniques/strategies, develop team skills, discuss classroom progress and challenges, learn from peers and enhance staff relationships. All staff is required to attend the mandatory staff meetings. Failure to do so will result in written reprimand.

PROFESSIONAL DEVELOPMENT Our program believes in supporting individual growth of its employees. To encourage employee development, the program offers professional development assistance to employees seeking to enhance early childhood education knowledge and skills. To participate, you must be a full-time employee who has completed the probationary period. Approval of the Director must be received prior to registration. In an effort to keep all staff informed of new development, we ask that you share any new information presented at the seminar with the program staff.

PERFORMANCE EVALUATION All new employees shall serve a three month probationary period. The program is an “AT-WILL” employer. This means an employee’s employment and/or benefits can be terminated without cause, and without notice, at any time, at the option of the program director. During the probationary period the “AT WILL” policy will be enforced. Upon satisfying all requirements during this period the employee will be considered a permanent employee. Staff member shall participate in a review of his or her performance at the end of the probationary period. Staff will also receive annual performance reviews on the “hire date” anniversary. During the performance reviews, staff will also develop a professional development plan (goals for growth within the year).

SCHOOL CLOSURES The program is committed to serving our families despite weather variations. However, there are occasions when the severe weather or other events prevent the school from opening. In the event of school closure, the director will notify staff by phone no later than 5:30 am for severe weather and as soon as possible for power outages and other such events. Lead Teachers are responsible for contacting the classroom’s parents. Employees will receive compensation for program emergency closures. Please plan to report to work at your regularly scheduled time unless notified by the director of a closure. We will be closed whenever Racine Unified School District is closed for inclement weather.

TELEPHONE Employees are to use the telephone for emergency reasons ONLY. CELL PHONES SHOULD NOT BE seen or used DURING WORK HOURS. Calls for or by you should be conducted either before or after a shift, or on a lunch break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. Please make arrangements to receive calls at home.

VISITORS For the protection of children and families, no visitors of staff persons are allowed in the classroom. All business with staff must be conducted at the front lobby only.

DRESS CODE You are hired to work with children and being down and on the floor frequently is part of the job responsibility. Employees are expected to be clean, dressed appropriate for interacting with children and parents, well groomed and present a neat, professional appearance at all times. Management is expected to wear professional, office attire. All other employees are to wear a smock shirt, bottoms (khaki pants, jeans, skirts , or Capri shorts). Shorts and skirts must be loose fitting and approximately no shorter than 1 inches below the knee cap. Employees should not wear clothing which is low-cut, tight, revealing, and immodest (short shorts/skirts, low-cut tops, tight pants, etc.). Also, employees should not wear clothing with advertising on it, pajamas, nice/expensive clothing (clothing that could prevent you from interacting with children or that might be ruined due to class activities). Clothing should be neat and fit properly. Jewelry should be conservative. Earrings should also be small, conservative, and secure. Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. All employees should be constantly aware that they act as role models for the children and as a reflection of the company. Employees should conduct respectful conversation with staff, parents and children. Employees are expected to have a positive attitude and demeanor.

Section 3: Child Care Policies and Procedures

STATE LICENSING RULES AND REGULATIONS All staff is expected to be knowledgeable in Wisconsin Department of Children and Family Services Licensing Rules and Regulations, and are expected to follow all procedures as outlined in this section of Policies and Procedures for the care of children. Failure to do so may result in disciplinary action, up to and including termination. A copy of this policy will be available at the front office for review.

CURRICULUM The Curriculum is designed to provide all teachers with the instructional guidelines necessary for developmentally appropriate learning activities for children. Lesson

planning should be developed for the week and should include changes and activities that directly reflect individual child needs.

Each program activity is designed to facilitate the physical, cognitive, and psychological development of children birth – 12 years, in an attempt to meet the following objectives:

- Offer children the skills necessary to become successful in reading, language, math, and daily living skills.
- Encourage and promote positive self-image.
- Encourage positive attitudes of social cooperation and moral responsibility.
- Encourage children to appreciate and respect themselves, others and the world around them.
- Encourage the independence and creative thinking of all individuals

We promise to offer an education program for young children, based on current knowledge of child development and early childhood education. In a safe, healthy learning environment, we dedicate ourselves to creating an education process that is responsive and relevant to each child's individual needs. By identifying each child's interests and capabilities, we will provide them with a variety of stimulating opportunities to learn through their own expression. Our teachers will effectively create and implement classroom lesson plans based on the needs of children. We do recognize all holidays including Christmas and Easter. Although we do not promote a particular religious denomination, we do reserve the right to include prayer and references to God and Jesus in our day to day programs.

Principles of Early Childhood Education: Our curriculum is based on a compilation of skills from the high scope and the Creative Curriculum standards. Our program is guided by the following principles of early childhood:

A. Learning Environment

1. Child sized equipment
2. Sensory/Discovery table.
3. Fine motor skills

4. Gross motor skills
5. Language arts materials
6. Social studies materials
7. Pre-mathematic materials
8. Materials for creative expression
9. Dramatic play.

B. Staff/Child Interaction

1. Observation
2. Nurturing
3. Role model
4. Limit setter
5. Goal facilitator
6. Activity Planner
7. Mediator
8. Advocate

C. Programming – As we plan activities for children, the following are considered:

1. The mental, physical and cognitive development of the individual child according to developmentally appropriate practices for their age group.
2. The general development level of each group of children
3. The interests of the individual child in accordance with their age.
4. The classroom materials and equipment as well as outdoor, which includes slides, swings, sand box and climbing activities.
5. The personality and moods of individual children from day to day.
6. Skills and interests of the staff

7. Available community resources
8. Upcoming holidays, special events, seasons of the year, prevailing weather conditions, and how these affect children.
9. Opportunities for parent involvement
10. Parent concerns or goals for children
11. Cultural diversity, such as dolls, foods, posters, clothing, and much more

Please note that all programs and curriculums will be based on developmentally appropriate practices for the individual age groups. Following are some examples:

1. Infants will need to be held more than a Three year old would be
2. Infants will be held during bottle feedings if unable to hold their own bottle
3. Infants positions will be changed every 15-20 minutes if infant is immobile
4. Toddlers will have posters and pictures at their eye level or on the floors for the crawlers
5. 2-5 years of age will be able to explore the rooms
6. 2-5 years of age will be encouraged to participate as classroom helpers and learn to be more independent
7. School age kids will be offered opportunities to explore, learn and creatively express themselves in a fun challenging environment
8. Second shift children will receive developmentally appropriate programming and be encouraged to brush their teeth. A cot or crib will be available for each child

CLASSROOM APPEARANCE The appearance and order of the classroom is the teacher's responsibility. Rooms should be neat and attractive. Children's work, academic and artistic, should be displayed in and outside the classroom (if possible) and changed frequently. All staff

should work together to ensure the program is clean and safe for children, this includes putting down mats, supervising nap times, meal times, sweeping, mopping, etc. with the goal at all times to maintain an attractive, sanitary, stimulating, orderly and loving environment for the children. Storage of materials must be safe. All household cleaning supplies and purses must be stored out of sight and reach of children. This includes outside supplies.

CHILD RELEASE POLICY Children must be signed in and out each day by an authorized person. As condition of providing child care services, the parent must supply the names of at least three individuals to whom the program may release the child in the event of an emergency. Employees can not release the child to any individual whose name is not on the authorized pick up list. Prior to releasing the child, the staff will require individuals to show a valid Wisconsin Driver License. Other forms of identification, such as work identification, are not acceptable. The program assumes no responsibility for any injury or harm to the child who has been released to a person on the authorized child release card. Parents must be aware that the program and staff are not properly trained to conduct assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up a child. However, where questionable child release situations occur, the provider has duty to maintain its role as the child's advocate. And if an obvious intoxication or other impairment exists, the provider has a duty to protect the child and report such information.

MONITORING CHILDREN A child or children may not be left in a room or a hallway unsupervised at anytime. It is your responsibility to make sure that there is another adult to properly monitor the students (this includes your departure time for lunch or end of your work day), before you leave a room.

BATHROOM SAFETY PROCEDURES Caregivers must monitor children while they are in the bathroom at all times, the following procedures must be followed. 1.) Children must be escorted to the bathroom at their scheduled time, during lunch, and any other time child needs to go. 2.) If child needs to go to the bathroom while on the playground, caregiver must take the necessary children with them to reduce the number left to supervise. 3.) Children must be counted before and after bathroom trips. There should never be a child under 5 years of age in the bathroom without supervision.

OUTDOOR SAFETY PROCEDURES Safety of the children during outdoor activities is the first priority. Employee should be alert, interacting and observing children at all times. Employee sitting is prohibited, while the children are playing. This is not a time to socialize with other

staff members. Rather this is an opportunity to be actively engaged in the outdoor learning experience for children. Staff should encourage group activities and participate in free time. Staff should encourage children to move away from areas that are too crowded and explore alternative areas of play. Children must be counted before going outdoors, before returning indoors, and after returning to the classroom. NO EXCEPTIONS!!!

INCIDENT REPORTS/CHILD ACCIDENTS All accidents must be reported immediately to your supervisor. Accident reports must be written, signed, given to parents, and copied for the child's file. These reports must include: Time of incident, Full name of child involved and any witnesses, The cause of the injury, The nature of the injury, and Treatment delivered. These reports are kept on file and incidents must also be recorded in class log book. We must keep the environment safe and hazard free. The program strives to provide the best equipment, the best maintenance, and the best working conditions so all children will be safe while they are in our program. Please report and remove any unsafe equipment from the indoor and outdoor learning areas. Safety is a joint effort that requires all of us to make the program safe.

DISCIPLINE/CHILD TIME-OUT/RE-DIRECTION Discipline policy: We view discipline as an opportunity to teach self-control rather than a process of punishing the child. We believe that children learn best through positive guidance and direction. We will guide and direct the child by following the process outlined below. Our goal is to help children verbalize and express their needs and wants in an appropriate manner. We will treat every child with love and kindness while guiding them through the appropriate process, and encouraging them to maintain their independence. Our discipline procedures are as follows:

1. Establish and communicate clear rules and limits.
2. Consistently reinforce previously set limits through positive guidance.
3. Recognize and reward appropriate behavior and encourage children to think of alternatives to unacceptable behavior.
4. Redirect children to alternate activities.
5. Remove the child from the group so the child can consider appropriate ways to handle the situation.
6. Remove child if inappropriate behavior continues and affects the learning of other children in the classroom.

7. Notify parents of the behavior, consider parent suggestions, and request the continued cooperation of parents in the discipline process.
8. Communicate and prepare child for possible consequences throughout the discipline process.

Please be aware that all corporal punishment including but not limited to spanking, slapping, biting, pushing, yelling, hitting, shaking, pinching, verbal abuse, derogatory remarks about the child or the child's family, binding, tying, enclosing in a confined space, withholding or forcing meals, snacks, or naps, or using food as a reward or discipline are prohibited. A child may not be punished for lapses in toilet training. Any time out procedures will not be used for children under 3 years of age, and time out will not exceed 5 minutes. When staff elects to use time out/separation from the group, the following procedures must be followed: 1) The child must be seated in full view of the caregiver, the child may never be placed out of caregiver's sight. 2) The caregiver at the child's level should calmly explain to him/her exactly what was done wrong and why they were removed from the group along with the behavior that is expected. 3) Time out should not exceed 1 minute per year of the child's age, (i.e. 3 year olds would remain in time out for no longer than 3 minutes) After all your best efforts to change/direct a child's behavior have failed and the child must be brought to the director. A behavioral letter should be completed and given to the director to be signed. If the behavior persists, the Director will confer with the parent.

BEHAVIORAL CONFERENCES Professional and positive interaction with parents is a key component of healthy learning environments for children. The parent partnership is imperative for continuing the school learning into the home environment. Parents should be shown kindness, support and respect. Staff should always acknowledge parents with a welcoming smile and their name if possible, and make be available when needed. Parent Teacher conferences will be held quarterly to discuss child growth and development. Staff should discuss positive behavior and child achievements regularly with parents. If negative behavior occurs, the teacher is responsible for handling the behavior. If the behavior persists or is beyond the expertise of the teacher, the teacher should consult with the Director for guidance. If behavior persists or progresses, the director will meet with the parent. If a conference should be held the Direct, teacher and parent will hold the conference together to discuss the challenges and possible solutions. You must respect the children and their parents at all times.

ILL CHILD If a child appears feverish, has a rash is nauseous, diarrhea, or shows signs of a contagious disease, please bring the child to the office to be evaluated. Any complaint from a child or irregular behaviors involving illness should be brought to the attention of the office ASAP. The Director will determine if parent needs to be contacted. The child may be allowed to rest in office or classroom until the parent arrives. It is important that staff working with children are able to recognize symptoms and/or signs of a sick child. The following are a list of signs of a sick child: Loss of appetite, vomiting, headache – stiff neck, sore throat or having trouble swallowing, frequent scratching of scalp or skin, diarrhea – increase in frequency, runniness or volume of feces, mucus discharge from the nose, severe, persistent or prolonged coughing, breathing trouble, yellowish skin or whites of eyes, conjunctivitis – tears, redness of eyelid lining, irritation, unusual spots or rashes, infected skin patches, feverish appearance, unusual behavior – child is cranky or less active than usual, feels discomfort or just seems unwell.

MEDICATION POLICY Medication will not be given without the instructions of the parent and without clearing it with the Employer or the Employer’s Representative. All prescriptions must have the child’s name and current date. Non-prescription medication like Tylenol, must be brought to the school by the parent. It must be in the original container, clearly labeled with the child’s name on it and be given according to directions on the label or the written and signed instructions of the parent. There can be no “community bottles of Tylenol or medicine.” All medication given must be documented on the medication form. Prescription medication shall have the pharmacy label indicating the physician’s name, child’s name, instructions, and name and strength of the medication and shall be given according to those instructions. All medication shall be kept out of the reach of children and shall be returned to the child’s parent or destroyed when the parent determines it is no longer needed or it has expired. The program shall maintain a record as to the time and the amount of medication given or applied, with the exception of topical nonprescription medication of this rule, on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

WORKPLACE, HEALTH AND SAFETY Safety can only be achieved through teamwork at our child care program. Each employee must practice safety awareness by anticipating unsafe situations and reporting unsafe conditions immediately. We work diligently to: Make the workplace safe and without risk to the health and safety of any person, ensure the safe use, handling, storage and transport of chemicals (cleaning, etc), provide information, instruction, supervision and training to staff members, ensure safe systems of work are in place e.g.

hygiene practices, safe use of equipment, ensure children, parents, visitors and members of the public are not exposed to workplace activities which may present risks to their health and safety, ensure all employees know the locations, contents and use of first aid and fire fighting equipment, comply with OSHA standards and/or applicable state job safety and health standards. A violation of a safety precaution is, in itself, an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

HYGENE AND CLEANING This Program strives, through the following specific policies and procedures, to provide a clean, healthy environment where hygienic procedures are practiced at all times. The policies and procedures promote and support the health, well-being and safety of children, recognizing the particular needs of children in this respect, and of staff and parents and others coming to the Program. For the on-going and general health and well-being of the children, the Program strives to ensure a standard of general hygiene which compiles, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community. To promote a healthy environment, the highest standards of good hygiene practice must be adopted to protect caregivers as well as children. The cleanliness of any program is extremely important, and plays a major role in reducing the spread of infection and disease.

Hand Washing Common infections are spread through person-to-person contact or through contact with contaminated surfaces. Careful hand washing is necessary. Children can be trained to observe a simple procedure by following your example. Please engage in the following procedures when washing hands: Wash hands thoroughly and often Using SOAP and WARM RUNNING water Rubbing hands together Washing ALL surfaces: backs of hands, wrists, between all fingers, wash all fingers, under fingernails (use nail brush if required), Rinsing hands WELL, Dry hands on a clean paper towel. Hand washing must be done, at arrival of shift or return from breaks, before and after meal preparations or serving, after bathroom use or changing/assisting a child with toileting, and after outdoor play.

Play Area Staff is to demonstrate pride in the surroundings and praise children for assisting with cleaning duties. Staff is to ensure: Toys are washed and sterilized at end of each term especially those mouthed by children. Dress up clothes are washed Cushion covers and all linen are sanitized nightly.

Trash From an early age, children need to be aware of the correct procedure for disposal of trash and can be taught the benefits of recycling. It is essential that staff model the appropriate behavior. Staff is to ensure: Trash is removed daily and as needed throughout the

day, bin lids are replaced to reduce/prevent the spread of disease, food bins are sanitized daily, bin liners are replaced when required.

Toilet Facilities It is the staff's responsibility to ensure toilet facilities are used correctly during the program and that they are kept in a clean and hygienic state. Toilet hygiene practices should already be taught to children by this age but encouragement and gentle reminders will enforce good practice. Staff is to ensure: Toilets, hand basins and floors are cleaned daily, toilet facilities are used correctly, there is an adequate supply of paper towels and soap, rubbish is removed daily, and bins are sanitized daily.

MEALS AND FOOD PREPARATION All food which is handled (which includes preparing, eating or storage) at the Program is to be handled using all care to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten. This Program encourages and promotes the health and well-being of children through a healthy nutritious diet and, in particular, through providing positive learning experiences during meal/snack times where good nutritional foods and habits are developed in a happy, social environment. Parents are encouraged to participate in this approach to nutrition for their children. Food preparation is an important life-skill for children to learn. It is important that staff demonstrate and encourage correct techniques when handling, preparing and storing food. Staff are to ensure: Disposable gloves are worn while preparing food, all work surfaces are cleaned and sanitized before and after use, perishable foods are refrigerated or frozen until used, perishable foods are not reheated, used-by dates and food quality are checked before serving, milk container must be labeled with the date and time of first opening, food scraps are disposed of thoroughly each day, correct cutting boards are used to prevent contamination - refer to list displayed in kitchen. All dishes are washed in hot water and detergent, sanitized and air dried. Equipment is stored in cupboards, shelves, containers, and drawers, to prevent contamination. Benches are cleaned with anti-bacterial solution before and after use. Sponges are not to be used for floor spillage's - use paper towel only. Dish cloths and sponges are replaced weekly or as needed. Electrical appliances are cleaned after use. Fridge is cleaned weekly and freezer defrosted monthly or as needed. Floors are swept and daily immediately following meals. Floors are mopped daily.

NO SMOKING IN THE WORKPLACE The program is committed to providing a safe and healthy environment for employees, children, families and visitors. Smoking is not allowed inside or on the program premises. Violations of this policy may result in disciplinary action, up to and including discharge.

TRANSPORTATION The program believes in quality exploratory experiences for children and invests in many field trips throughout the year. Caregivers must present valid Wisconsin driver's license, good driving record, before transporting children. The children must have their child information card with emergency contacts along with a First Aid Kit. The program is conducted in accordance with the licensing rules set forth by the Department of Children and Family Services. When staff are driving and/or transporting children they must take precautions to ensure children are always safe. Seat belts, car seats, and booster seats must be used at all times and the driver must ensure that each child restraint system is properly secured. No unauthorized stops may be made. All drivers must drive no faster than posted speed limits. The program is not responsible for any tickets that occur but they must be reported to the director. All accidents and damage to the program vehicles must be reported to your director immediately. Remember if an accident occurs you must get the other driver's insurance information, name, address, and telephone number. Staff is required to count the children prior to entering and upon exiting the vehicle (every time) and document the attendance. This is a safety measure so that all children are accounted for. Children should always be escorted by an adult when crossing streets. Under no circumstances are the program employees permitted to drive the children enrolled in the program to any location other than location designated on the emergency card.

SCHOOL EMERGENCIES The Program adopts a proactive approach to ensuring that staff and children are aware of, and understand, evacuation and other emergency procedures. Each staff member is responsible for understanding the overall evacuation plan and his or her individual duties and responsibilities in the event of an emergency. A written plan for the care of children is established and posted for each of the following emergencies: (a) Fire evacuation. (b) Tornado watches and warnings. (c) Serious accident or injury. (d) Water emergencies, if applicable. Fire drills are practiced at least once a month and a written record that includes the date and time it takes to evacuate shall be maintained. Tornado drills are practiced once a month during tornado season, and a written record that includes the date shall be maintained. The Director will demonstrate the emergency exit route to staff during employment orientation and advise of the location of fire extinguishers and posted exit maps. Exit Plans are displayed around the room, staff should regularly review their responsibilities. Staffs responsibilities are to: Memorize the exits, ensure fire escape routes remain clear and free of any obstructions, be aware of firefighting equipment and its correct use, be aware of how to operate alarms. There are some processes to follow in the event of an actual fire. At the first sign of danger they report to the Director and they do not leave children unattended.

The Director will sound alarm and/or ring warning bell continuously and notify fire department, police and ambulance if time permits. Staff is to ensure: The children STOP PLAYING IMMEDIATELY upon hearing the alarm, all children in supervised area are clear from danger, bathrooms are checked and cleared, children are directed and assisted to move quickly and quietly to allocated area by the shortest, safest route. Children are kept confined to the safe area until the Director has checked the roll and established that all persons are accounted for.

Section 4: Safety Policies and Procedures

COACHING AND/OR PROGRESSIVE DISCIPLINARY ACTION You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following: oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. Nothing in this policy or in the handbook is intended to limit in any way the program's right to terminate at any time, with or without cause and with or without advance notice.

CONFLICT RESOLUTION Every effort is made to provide a respectful and professional working environment. When a concern arises, first discuss with the person involved to seek a resolution. If the concern is not resolved, discuss with a program director to seek mediation. The expectation is to respect colleagues and support each other in providing the highest quality of care. At no time, will verbal or physical altercations in front of children or parents be allowed.

GROSS MISCONDUCT Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for guidance but this list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination: 1. Neglect or physical, verbal or sexual abuse of a child 2. Withholding of food, nap or other comfort from a child 3. Yelling or the use of harsh tones of voice 4. Failure to report to work three consecutive workdays without proper notification 5. Falsification of Program records (i.e. employment application, time clock, and your records) 6. Conviction of a felony for any offense committed while employed by the program. 7. Leaving a child unattended (inside or outside) 8. Allowing a child to leave the program with an unauthorized person 9. Excessive or habitual absenteeism or tardiness from work 10.

Insubordination that shows gross disrespect such as threatening, accusing, or yelling at administrators 11. Arriving to work intoxicated or with any drugs

RESIGNATION/TERMINATION All employees- are expected to give their director a two week notice of resignation. Upon termination there is a resignation form that should be completed and signed. Keys and smocks should be returned to director upon dismissal before last check can be issued. We appreciate the work you do for us and greatly appreciate all feedback. As such, upon notification of intent to separate, an exit interview will be scheduled with the director.

LOANS FROM PARENTS Under no circumstances is the program employees permitted to receive loans from parents of the program. Staff may be subject to immediate dismissal/termination for violating this policy.

EMPLOYEE THEFT Theft/stealing are grounds for immediate termination of employment and/or criminal prosecution. This includes Programs materials, as well as, other staff personal items. Inform the director immediately if you observe another employee taking any property without authorization, or misusing property.

DRUG AND ALCOHOL FREE WORKPLACE The program has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and clients we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at organization-sponsored functions or activities. In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on program paid time, on the premises, in program vehicles or while engaged in program activities. Your employment or continued employment with the organization is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates

this policy and is subject to discharge may be permitted in lieu of discharge, at the program's sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws. The program further reserves the right to take any and all appropriate lawful actions necessary to enforce this drug and alcohol policy including, but not limited to, the inspection of program issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the program has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

WORKPLACE VIOLENCE Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to organization property in the event someone, for whatever reason, may be unhappy with a program decision or action by an employee or member of management. If you receive or overhear any threatening communications from an employee or anyone, report it to the director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor on the program premises, contact an emergency agency (such as 911) immediately.

DISCIPLINE, ABUSE & NEGLECT POLICY The staff shall use positive methods of discipline which encourages self-control, self-direction and self-esteem. When a conflict occurs among the children, or with a child, there are several alternatives the staff should use to handle the situation: Separate the child from the source of conflict. Distract the child's attention to some other positive activity. Speak firmly and quietly to the child while explaining what was done wrong and why the child is being taken away from the situation. The staff are prohibited from using the following means of punishment: Hitting, shaking, biting, pinching or punching. restricting a child's movement by binding or tying them, mental or emotional cruelty, such as humiliating, shaming or frightening a child depriving a child meals, snacks, rest or necessary toilet use, screaming, shouting and the use of threats.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATION INCLUDING E-MAIL, VOICEMIL AND INTERNET This policy contains guidelines for electronic communication created, sent, received, used, transmitted, or stored using the program communication systems or equipment and employee provided systems or equipment used either in the workplace, during

working time or to accomplish work tasks. “Electronic communication” include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants, text messages, pagers, telephones, cellular and mobile phones including those with cameras, intranet, internet, back-up storage, information on am memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. For business purposes, management reserved the right to enter, search and/or monitor the organization’s private email, voicemail, or internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws.

All electronic communication contained in the program’s electronic systems are the program’s records and/or property. Employees may not use our electronic systems in a manner that violates our polices including but not limited to non-harassment, sexual harassment, equal opportunity employment, confidentiality, etc. Employees may not use our systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters, ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of Program policies. In addition, employees may not use our Systems: To download, save, send or access any defamatory, discriminatory or obscene material; To download anything from the internet (including shareware or free software) without the advance written permission of the Director; To download, save, send or access any site or content that the organization might deem “adult entertainment;” To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity; In connection with any infringement of intellectual property rights, including but not limited to copyrights; and In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or, unless it is the Director, use another person’s; account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author. Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the organization or others without appropriate authorization. Numerous state and federal laws apply to electronic communications. The program will comply with applicable laws. Employees also must comply with applicable laws

and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws. Violation of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not retaliate against anyone who reports possible policy violations or assists with investigations.

PERSONAL SOCIAL MEDIA

The program encourages you to use good judgment when communicating via blogs, online chat rooms, networking, internet sites, social internet sites, and other electronic and non-electronic forums (collectively “social media”). The following is a general and non-exhaustive list of guidelines you should keep in mind when utilizing person social media: A. Make it clear that the views expressed in social media are yours alone. Do not attempt to represent the views of the program in any fashion. B. Do not disclose confidential or proprietary information regarding Belle City Learning Center or your co-workers. Use of copyrighted or trademarked Program information or other sensitive information may be subject to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with the director. C. Do not disclose information that could subject BCLC to legal liability. Data about certain financial transactions, information about medical and health records, and other disclosures may be restricted by state or federal laws.

If the organization is subjected to government investigation or financial liability based on your disclosures, the organization may seek to hold you personally responsible and liable. D. Do not use organization logos, trademarks, or other symbols in social media. E. Be respectful of privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent. F. Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. G. Ensure that engaging in social media does not interfere with your work communications. H. Social media and similar communications have the potential to reflect on both you and the organization. We hope that you will show respect for our employees, clients, affiliates and competitors. Violations of the policy may result in disciplinary action, up to and including termination.

VOLUNTEERS

A volunteer is a person who of his/her own free will offers their time and skills without pay, this includes volunteers who are parents of a child in care. The right role can be found for

any person with a desire and heart to serve. The work of every volunteer is valued equally. All volunteers are treated with dignity and respect. We value volunteers by giving them meaningful work to do and the materials, tools, training, and supervision to complete their tasks safely and in a timely manner. Volunteers are responsible for the quality of their work, their conduct and adhering to the policies and procedures of the staff handbook in accordance with the mission.

Recruitment: The Director will routinely recruit and solicit volunteers through various marketing strategies to include flyers, newsletters, and other outreach efforts. All volunteer/applicants (including parents who are chaperoning trips or spending any time alone with children other than their own) will be required to complete the following prior to participation: a. Department of Human Services Abuse and Neglect Clearance b. Tuberculosis verified within 1 year before employment c. Medical Clearance signed by a licensed physician. This report shall declare, to the best of the physician's knowledge, the physical capability of the staff member or volunteers to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment.

A volunteer (including parent volunteers) shall not have unsupervised contact with children in care if he or she has been convicted of either of the following: (a) Child abuse or child neglect. (b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care Program.

Screening: Through an application process staff will identify volunteer skills and areas of interest so that appropriate placement can occur. This will enable volunteers to be placed in a job that is appealing as well as satisfy program needs.. All volunteers ages 14 and older will be required to undergo the background screenings. This screening process will not be considered complete until the background investigation has been completed.

Training: The Director or Lead Teacher will orient and train volunteers for specified assignments. The director will convey necessary information to the volunteer in order for he/she to perform the job to best of his/her ability. **Time:** Volunteer Logs will be maintained for each volunteer, which will include the number of hours spent in volunteer service and documentation of volunteer accomplishments. **Use of Vehicles:** Volunteers are must adhere to all transportation policies in this handbook.

The Abuse and Neglect Statement I _____ am aware that abuse and neglect of children is against the law, I am informed of BCLC's policies on child abuse and neglect and I also know that me as a caregiver I will be mandated by law to report abuse and neglect. IF YOU SUSPECT ABUSE YOU ARE TO: 1. Report abuse to Director immediately. (IF NOT REPORTED, YOU WILL BE TERMINATED.) 2. Director will call Department of Children and Family Services (DCFS) Licensing. I _____, as an employee of Belle City Learning Center, am signing this statement agreeing to the fact that I have read the above policy on Abuse, neglect, supervision, and discipline as well as the Belle City Learning Center Handbook Policy. Any forms of negative discipline of BCLC. rules and regulations is immediate cause for dismissal,

Employee's Signature _____ Date _____ Director's
Signature _____ Date _____

Receipt of Employee Handbook and Employment At-Will Statement: This is to acknowledge that I have received a copy of Belle City Learning Center’s Employee Handbook and I understand that it contains information about the employment policies and practices of the organization. I agree to read and comply with the Employee Handbook. I understand the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand BCLC retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the program. I understand that this Employee Handbook supersedes and replaces any all prior Employee Handbooks and any inconsistent verbal or written policy statements. I understand that no oral statements or representations can change the provisions of this Employee Handbook. This organization is an AT-WILL employer. This means that regardless of any provision in this employee handbook, BCLC or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment AT-Will. No employee or representative of Belle City Learning Center is authorized to enter into an agreement-expressed or implied-with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the director. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand that this Employee Handbook refers to current benefit plans maintained by BCLC and that I must refer to the actual plan documents and summary plan to the actual plan documents and summary plan descriptions as these documents are controlling. I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook. Initials _____ Date _____ If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME _____ DATE _____

EMPLOYEE SIGNATURE _____