The Child Development CENTER of Easton

Employee Handbook

The Child Development Center of Easton, A Division of Wilkinson Education Centers LLC.

Updated November 2017

The staff of ***The Child Development Center of Easton*** welcomes you and is proud to have you as a staff member of our team. Whether you are a new employee, or have been with us for some time, you are our most important and valued assets. We hope you feel comfortable with your work environment and with the people around you. This Employee Handbook outlines some of the privileges and benefits ***The Child Development Center of Easton*** offers and explains some of your responsibilities as an employee. We ask that you read this handbook carefully so that you are aware of all current policies, benefits, and procedures.

Good Luck and best wishes for a long and satisfying career with our Center. Share your passion for children daily and your rewards will be many!

Sincerely,

Karlena G. Wilkinson

Karlena G. Wilkinson

Child Care Center Owner & Director

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Welcome to the children's center at **The Child Development Center of Easton**!

This center is a model center of quality in childcare and education. As an employee of **The Child Development Center of Easton** you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, combined with Keystone Stars policies and expectations you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision making concerning children.

MISSION STATEMENT

The Child Development Center of Easton staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

The mission of The Child Development Center of Easton Center is to be one of the best child care facilities in the Easton and Phillipsburg area for working parents. The center is dedicated to helping children flourish developmentally, while also allowing them to create positive and lasting memories in the absence of mom or dad. The Child Development Center of Easton Center recognizes the 'limited window' on childhood and believes all children deserve a fun environment in which they can grow and learn. Our educational curriculum, service focused management team, and continued education of the staff allows us to place our children's welfare and development first.

PREFACE

We have prepared this Handbook to provide you with information about 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 arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director. We will be glad to help you answer every question.

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 **The Child Development Center of Easton** and you, as the employee. Since Pennsylvania is an at-will employment state, you are not under contract for employment. Thus, employment with **The Child Development Center of Easton** is not for a definite term. The Center or you may terminate employment at any time, for any reason or for no reason.

STATEMENT OF POLICY

The Child Development Center of Easton strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

The Child Development Center of Easton guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at **The Child Development Center of Easton** will be based on merit, qualification and ability. **The Child Development Center of Easton** does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.
This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

KEYSTONE STARS GUIDELINES

All teachers are expected to follow the KEYSTONE STARS GUIDELINES. All staff is expected to adhere to the KEYSTONE STARS code of ethics at all times. Direct supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

State ratios are important indicators of quality. The center strives to keep state ratios at all times. (Infants- 1:4; Younger Toddler- 1:5; Older Toddler- 1:6; Preschool and Prekindergarten- 1:10; Kindergarten and Young School Age- 1:12; Older

School Age-1:15) Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches over limit. You must contact the director or person in charge 15 minutes before the end of the shift or breaks in ratio will be an issue. Ratio adherence is a dual responsibility between teachers and administration. Never leave your group without any emergency assistance. Call for assistance when you need to leave the group or the total number of children in attendance exceeds the state ratio.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be 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 lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great child care and education for our parents and children. Stay positive and focus on the needs of the children in your care.

Staff members shall not, at any time, whether during or after his/her employment, either directly or indirectly, divulge, disclose, or communicate to any person, firm, or corporation any information relating to the business or affairs of The Child Development Center of Easton which is confidential, proprietary, or not in the public domain. In the event of a breach of the provisions of this section, Wilkinson Education Centers LLC shall be entitled to an injunction restraining the staff member from such disclosure. This includes but is not limited to , discussion of a child's behavior or development with other team members or individuals other than the child's parent or guardian; discussion of another team members behavior or performance with another team member, client or another individual either associated or not associated with The Child Development Center of Easton; or discussion of the management or operation of the center with another team member or another individual either associated or not associated with the center without the expressed written consent of a manager, administrator, or executive of The Child Development Center of Easton.

CURRICULUM

The Child Development Center of Easton will use a state and nationally approved curriculum on a daily basis; which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children. The Child Development Center of Easton will provide a lesson plan template for each Lead teacher. These lesson plans are required to be handed in no later than the 1st of each month. Failure to hand in complete lesson plans will result in a write-up demotion and/or termination of position.

ACCIDENTS

All accidents must be reported immediately to the Director or person in charge. Accident reports must be written, signed by an administrator, given to parents, and copied for the child's file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. **The Child Development Center of Easton** strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

STATE LICENSING RULES AND REGULATIONS

ALL staff is expected to be knowledgeable in The Minimum Standards for Child Care for the state of Pennsylvania. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- Staff in our childcare center must be at least 18 years of age and have a high school diploma or its equivalent.
- Each staff member must have current training in first aid with rescue breathing and choking and CPR for infants and children.
- Each staff member must have a basic knowledge of the PA State Standards.
- Each Staff Member must obtain the required Clearances and DHS PA state trainings in order to commence employment.

EMPLOYEE POLICIES

SEXUAL AND OTHER UNLAWFUL HARASSMENT

*Sexual harassment **will not** be tolerated in any way, shape or form.*

The Child Development Center of Easton is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

Corporal Punishment is the inflection of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child. (This will **not** be tolerated at all).

CHILD ABUSE PREVENTION POLICY

The mission of **The Child Development Center of Easton Center** is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at **The Child Development Center of Easton** engage in any and all types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

GROSS MISCONDUCT:

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Unauthorized or excessive absence, tardiness or leaving work early
- Falsification of center records (**i.e. employment application, time clock,** and **your records**)
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited Areas
- Conviction of a felony for any offense committed while employed by the center.
- Fighting, threatening violence or boisterous or disruptive activity in the work place
- Leaving a child unattended **(inside or outside)**
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- **Insubordination** that show gross disrespect such as threatening, profanity, or yelling at the director, owner or person in charge.

- Unauthorized use of telephones, mail system, or other employer-owned equipment (**No** cell phones allowed in the center during work hours!)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Theft of property
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about **The Child Development Center of Easton**

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the owner's discretion, violations may be followed by a warning, a **three-day** suspension, termination of employment and/or Legal action.

Note: Severe offenses may result in **immediate** termination and Legal Action!

REPORTING ABUSE AND NEGLECT

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director.

Pennsylvania law requires caregivers to report suspected child abuse or neglect to the call ChildLine. Call **1-800-932-0313** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Note: Employers are **prohibited** from retaliating against caregivers who make reports in good faith.

EMPLOYEE PRACTICES

EMPLOYEE STATUS

Full-time employees have a recurring schedule of forty (**40) hours** per week. **Part-time** employees have a basic schedule between five (**5**) and twenty-nine (**30**) **hours** per week.

STAFF SCHEDULES

Hours of work are subject to change by Director to meet the needs of our families and Center. Any requests for days off must be given in writing **one week** in advance for approval. We ask that you please use the time of request form. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available. All staff must call out three **(3)** hours prior to their work-shift, failure to abide by this will result in a demotion from full-time work to part-time work, or from part-time work to as needed or termination of position. Full-time employees are entitled to three **(3)** unpaid sick days per year and two **(2)** unpaid personal days per year. Part-time employees are entitled to two **(2)** unpaid sick/personal days per year. Sick days taken **must be accompanied by a doctors note prior to returning to work.** Staff members are required to **Call the center director when calling out**, texting or having another person call out for you will be forbidden. The staff member must speak to the Director to confirm their call off or it will be considered a no-call, no show.

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require **The Child Development Center of Easton** to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time **actually spent** on the job performing assigned duties.

All employees who are paid on an hourly basis must use the computer to log in and out for the hours worked each day including clocking in and out for breaks regardless if you leave the premises or not. Time sheets will be distributed and should indicate the start and completion time of each work day and the start and completion time of the employee's lunch period each day.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write-in calendar. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

OVERTIME/CLOCK IN AND OUT

Overtime is paid to non-exempt employees for all hours worked in excess of **40 hours** per Monday through Friday work week. Overtime pay is one and one-half times your regular hourly rate of pay and must be authorized by Director/Owner. It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly may result in a **delay** in payment of wages due. Employees may not clock in earlier than their scheduled time and may not clock out later than their scheduled time without written permission of the Owner of The Child Development Center of Easton. Failure to follow these terms will result in your time being changed.

ORIENTATION

All new employees are oriented to **The Child Development Center of Easton** 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 director for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold center expectations at all time.

The orientation program covers all of the following:

- Review of Center policies.
- Training in emergency procedures, including the operation of fire extinguishers.
- First Aid procedures.
- Job responsibilities and any other duties as assigned.
- Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.
- Schedule of **The Child Development Center of Easton Center**
- Review of child abuse and neglect laws and reporting procedures.
- The procedure for ensuring that all **The Child Development Center of Easton** employees know the children assigned to their care and their whereabouts at all times.
- Child management techniques.
- The integrity of children with disabilities into the program.
- Confidentiality policies.

TRAINING

- 15 hours of new staff orientation from Better Kid Care
- All staff must obtain at least **12 clock hours** of training annually, exclusive of CPR and First Aid, selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents
- Cultural Diversity
- Professional Development

PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **The Child Development Center of Easton Center** uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or **The Child Development Center of Easton Center** may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a **written notice** to be signed by both parties.
All new and rehired employees work on an introductory basis for the first ninety (**90**) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If **The Child Development Center of Easton Center** determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the Director/Owner of **The Child Development Center of Easton**
- Failure to report to work or from lunch breaks.
- Failure to return from an approved leave without notifying the Director/Owner will be considered a resignation without notice.

Note: Such resignation will result in immediate termination, and will render the employee **ineligible** for rehire by **The Child Development Center of Easton**

PAY SCALE BY POSITION

Director- $30,000 to $60,000 yearly salary

Assistant Director- $20,000 to $40,000 yearly salary

Group Supervisor- $9.00 to $14.00 an hour

Assistant Group Supervisor- $7.25 to $9.00 an hour

Aid- $7.25 to $8.25 an hour

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with **The Child Development Center of Easton Center**. **ALL** employees will be judged by the same performance standards and will be subject to **The Child Development Center of Easton** scheduling demands, regardless of any existing outside work requirements.

If **The Child Development Center of Easton** determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with **The Child Development Center of Easton**

Note: Furthermore, you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at **The Child Development Center of Easton Center.**

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 center's right to terminate at any time, with or without cause and with or without advance notice.)

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image **The Child Development Center of Easton** presents to parents and their children, visitors and guests. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times.

All employees should wear appropriate uniform tops, black or khaki pants, and comfortable shoes, such as: tennis shoes.

- **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- **Shoes** must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons. (**No Flip-Flops**)
- **Clothing** should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Black or khaki pants, shorts, or Capri's are allowed: however, they must fit loosely with no holes or lavish accessories. Use a

conservative outlook when deciding upon apparel. **(**All employees must wear their **The Child Development Center of Easton** shirts on designated days and can be purchased upon hire.)

Note: Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your Director if you have questions as to what constitutes appropriate dress.

- **Smoking or Alcohol** is not permitted on the center premises at any time.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At **The Child Development Center of Easton** every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

Note: All employees at **The Child Development Center of Easton** will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.

PERFORMANCE EVALUATION

DAILY SUPPORT- Employees are strongly encouraged to discuss job performance and goals with the Director/Owner on an informational, day-to-day basis.

COACHING MEETINGS- The Child Development Center of Easton will also support all employees with ongoing and regular coaching meetings to address any employment issues at which performance concerns may be addressed (on an as needed basis). These may also come in the form of staff meetings after regular work hours have ended. All employees are strongly urged to attend all staff meetings when announced.

SIX MONTH REVIEWS- Six-month reviews are to be performed **twice a year** to measure individual performance of established objectives and personal growth goals for the coming six months.

INTRODUCTORY PERIOD EVALUATIONS- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period **(90 Days).**

FORMAL PERFORMANCE EVALUATIONS- Additional formal performance evaluations may be conducted to provide the Director as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

VISITORS

A variety of visitors enter our building each day. It is important for all employees to present a warm, welcoming, and professional impression at all times. Suspicious persons or activities should immediately be brought to the attention of the Director.

Staff Guests

ALL personal visitors should be scheduled during the employee's break time and restricted to lobby area until staff member is available. If an employee's child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent's classroom take precedent.

PAY ROLL

PAYCHECKS

Paychecks are distributed on **Friday** of every other week at **The Child Development Center of Easton Center.** You do have an option for direct deposit, which will be deposited, in your bank account by the morning of payday.

PAY DEDUCTIONS

- The law requires that **The Child Development Center of Easton** make certain deductions from every employee's compensation. Among these are applicable federal taxes. **The Child Development Center of Easton Center** also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

How Does This Works?

The Child Development Center of Easton matches the amount of Social Security taxes paid by each employee. (If you have questions concerning why deductions were made from your paycheck or how they were calculated, your Director can assist in getting these concerns answered.)

ADMINISTRATIVE PAY CORRECTIONS

- **The Child Development Center of Easton** takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday by the end of each individual employee's work day.

The Child Development Center of Easton Center strives to ensure that all employees are paid in accordance with their position and requirements of the law. Should any employee believe that their paycheck is incorrect, either in the gross amount paid or in any deductions made by the company, he/she should report the problem immediately to the director or owner. The complaint should be in writing and accompanied by a copy of the employee's paycheck stub.

In accordance with the requirements of the Fair Labor Standards Act, **The Child Development Center of Easton** is committed to prompt investigation and resolution of any disputes regarding pay. Accordingly, **The Child Development Center of Easton** will investigate the matter thoroughly, and if any pay was inappropriately withheld from an employee's paycheck, it will be reimbursed within fourteen (14) days of the employee's complaint. Employees may bring questions about their pay to management without the fear of reprisal or retaliation.

EMPLOYEE CHECK LOSS POLICY

- If an employee loses his/her paycheck, **The Child Development Center of Easton Center** will put a **stop payment** on that check and will rewrite another check for the same amount minus a **$25** deduction (to compensate for the $25 stop payment fee that bank charges this facility.) It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

BENEFITS

CHILDCARE BENEFITS

Full time hourly employees are **eligible** for a **discounted rate** off the regular tuition for their own children. Enrollment will be offered as space allows within state ratio and group size. Staff members that receive funding through CCIS or any government agency is required to pay the full amount of their subsidy co-payment. These payments are important to be able to pay staff to cover classrooms and stay in ratio.

Note: All staff parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or children must be the natural/adopted child or children of the employee or must have legal guardianship to qualify.

FMLA

See Director (Family Medical Leave Act)

TIME OFF/ABSENTEES

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. **The Child Development Center of Easton** depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including discharge.

Employees requesting leave related to any medical condition concerning the employee or family members **will be required to provide a physician's statement** verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested in writing at least **one week** in advance.

- Request for leave should be in advance for foreseeable events (at least 7days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing on the **Employee Time-Off Request Form**. Request will be evaluated based on several factors, including anticipated work load requirements, staffing considerations, and hardship to **The Child Development Center of Easton** operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.
- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST three (3) hours before employee is scheduled to work. Even sooner if possible!
- Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.
- Employees are required to call the Director**.** If the Director is **Not** available, you must call the owner Karlena Wilkinson 908-329-7366 or 610-438-1507. Please try both numbers until the phone is answered. The following are not acceptable and could be cause for immediate termination:
    - ✓ Leaving a message on the answering machine at the center.
    - ✓ Calling or texting a co-worker.
    - ✓ Texting or leaving a message for the Director without talking to her directly on the phone.

- It is your responsibility to notify your Director personally **ONE HOUR BEFORE** your starting time. State the reason for your lateness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members but affects the children as well.

- Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a "stress free" day off needs to be taken. **The Child Development Center of Easton** strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for **NEGLECTFUL SUPERVISION**. This action results in the employee not being allowed to work in child care again. Also, the employee's last paycheck will be mailed to the employee on the next pay period and may not be picked up at the center office. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.
- If any employee plans to terminate employment with **The Child Development Center of Easton Center**, a **two week** notice in writing is required. If this procedure is followed, the employee's paycheck can be picked up at the center office.

PAID VACATIONS

Vacation time is discretionary and based upon the performance and longevity of each individual employee. Upon completion of twelve (12) months of continuous services an employment will earn twenty (40) hours of Paid Time Off for vacation. Employees will earn an additional 8 hours of Paid Time Off after (12) months of service until they reach the maximum of eighty (80) hours. An employee will receive forty (40) hours every anniversary to be used during that calendar year up to a maximum of eighty (80) hours per year. An employee shall contact the director to request time-off at least (5) business days

prior to the request time. Employer's Owner has sole discretion in determining the vacation, if any, for each employee.

SICK LEAVE

Employees are entitled to 3 days unpaid sick leave.

Employees who are unable to report to work due to illness or injury should notify Employer at least three (3) hours prior to the start of their scheduled shift. If prior notice is not possible, the employee should notify the office of the illness or injury as soon as practicable under the circumstances.

UNPAID PERSONAL LEAVE

Employees may be granted unpaid personal leave at the sole discretion of the owner. An employee desiring an unpaid personal leave of absence must submit a written request of the owner. The amount of unpaid personal leave granted by Employer will depend upon the facts and circumstance of each request. Absent extraordinary circumstances, however, the maximum amount of unpaid personal leave that will be allowed is three days in any calendar year (January 1 through December 31).

At the discretion of the owner, other employee fringe benefits may be suspended or limited due to the duration of the leave.

An employee on unpaid personal leave who engage in other employment or who does not return to work on the date the leave of absence expires will be deemed by the owner to have voluntarily resigned from his or her employment as of the date the leave began.

JURY DUTY LEAVE

The Child Development Center of Easton supports its employees' civic obligation to serve on a jury. Employees who are called for jury duty must, as soon as practicable thereafter, notify the office of their jury duty obligation. Employees will not receive pay for each day absent from work due to such jury duty services, up to a maximum of ten (10) days. Employees who are required to serve on a jury for longer than ten (10) days will be granted unpaid leave for the remainder of their jury duty obligation. Proof of Jury Duty must be submitted prior to attending jury duty.

INCLEMENT WEATHER

In the event of inclement weather, employer will notify each scheduled employee if the owner will be closed. In the event that there is no notification provided by the owner regarding delay or cancellation of normal operations, employees are expected to report to work at their scheduled starting time.

GENERAL POLICIES

USE OF TELEPHONE AND MAIL SYSTEM

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. In emergency situations, please advise the Director and she will be happy to make other arrangements.

Note: This includes **NO** texting on the cell phone while in the classroom or while children are in your care.

Personal use of telephone for long-distance and toll-free calls is **Not** permitted. There will be no personal phone calls while on duty at the Center. **The Child Development Center of Easton** phone is for **business purpose only**. Our children should have your full attention at all times.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of postage paid by **The Child Development Center of Easton** for personal correspondence is **Not** permitted.

USE OF EQUIPMENT AND VEHICLE

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

NO SOLICITATION/ NO DISRTRIBUTION

To avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on Center premises.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received and read **The Child Development Center of Easton** Employee Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with **The Child Development Center of Easton Centers** is at will and may be terminated by the Director of **The Child Development Center of Easton Centers** at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of **The Child Development Center of Easton Centers** shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. I also understand that any or all the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by **The Child Development Center of Easton Centers** at any time with or without notice.

Employee Signature

Date

Employee Printed Name

Center Director Signature

Date