



# Employee Policy and Procedure Handbook

1418 Madison Ave.

Memphis, TN 38104

## Contents

<b>WELCOME</b> .....	3
<b>PERSONNEL POLICY HANDBOOK</b> .....	4
<b>MISSION STATEMENT</b> .....	5
<b>VISION STATEMENT</b> .....	5
<b>OUR VALUES</b> .....	5
<b>OUR GOALS</b> .....	6
<b>EMPLOYMENT POLICIES AND PROCEDURES</b> .....	7
<b>SELECTION OF EMPLOYEES</b> .....	7
<b>AT-WILL EMPLOYMENT</b> .....	7
<b>STATEMENT OF POLICY</b> .....	7
<b>EQUAL EMPLOYMENT OPPORTUNITY</b> .....	7
<b>STATE LICENSING RULES AND REGULATIONS</b> .....	8
<b>NON-DISCRIMINATION POLICY</b> .....	8
<b>CURRICULUM</b> .....	9
<b>CONFIDENTIALITY</b> .....	9
<b>EXTRACURRICULAR BABYSITTING</b> .....	11
<b>STAFF GUESTS</b> .....	12
<b>CO-WORKER RELATIONS</b> .....	12
<b>ORIENTATION</b> .....	12
<b>INTRODUCTORY PERIOD</b> .....	13
<b>IMMIGRATION LAW COMPLIANCE</b> .....	14
<b>EMPLOYEE RECORDS</b> .....	14
<b>OPPORTUNITIES FOR ADVANCEMENT</b> .....	15
<b>SEXUAL HARASSMENT AND OTHER UNLAWFUL HARASSMENT</b> .....	15
<b>CHILD ABUSE MANDATED REPORTER</b> .....	16
<i>Ready Set Grow Learning Academy Child Abuse Policy</i> .....	17
<b>RELATIONSHIP WITH MEDIA</b> .....	18
<b>HAZARDOUS ITEMS</b> .....	19
<b>ALCOHOL &amp; SUBSTANCE ABUSE</b> .....	20
<b>RECREATIONAL AND MEDICAL CANNABIS</b> .....	21
<b>EMPLOYEES USE OF CELL PHONES AND INTERNET</b> .....	22
<b>COMMUNICATION AND GRIEVANCE</b> .....	23

<b>GOSSIP POLICY .....</b>	<b>23</b>
<b>GOSSIP FREE AND PROFESSIONAL WORKPLACE.....</b>	<b>23</b>
<b>DISCIPLINARY POLICIES FOR GOSSIP.....</b>	<b>24</b>
<b>EMPLOYEE WORK AND COMPENSATION .....</b>	<b>24</b>
<b>HOURS OF WORK &amp; COMPENSATION ISSUES EMPLOYMENT CLASSIFICATION .....</b>	<b>24</b>
EMPLOYEE STATUS.....	24
EMPLOYEE 90 DAY PROBATIONARY PERIOD.....	25
<b>30, 60, 90 DAY EMPLOYEE EVALUATION .....</b>	<b>25</b>
STAFFING STRUCTURE .....	25
EMPLOYEE HOURS.....	26
EMPLOYEE PROFESSIONAL DEVELOPMENT .....	26
APPEARANCE AND DRESS.....	26
OUTSIDE EMPLOYMENT.....	26
EMPLOYEE COMPENSATION .....	27
OVERTIME.....	27
DISCUSSION ON EMPLOYEE COMPENSATION.....	27
<b>PAYMENT DISCREPANCIES .....</b>	<b>28</b>
<b>PAY EVALUATION .....</b>	<b>28</b>
<b>RATE OF PAY INCREASE .....</b>	<b>28</b>
<b>RELEASE FOR LACK OF WORK – RECALL WITHIN 30 DAYS .....</b>	<b>28</b>
<b>WORK SCHEDULE.....</b>	<b>28</b>
<b>PAID VACATION AND SICK DAYS .....</b>	<b>29</b>
<b>CHILDCARE BENEFITS .....</b>	<b>30</b>
<b>WORKMAN COMPENSATION.....</b>	<b>30</b>
<b>EMPLOYEE EVALUATIONS AND ASSESSMENT OF WORK.....</b>	<b>31</b>

# WELCOME

TO

## **Ready Set Grow Learning Academy**

On behalf of myself and your new colleagues, welcome to Ready Set Grow Learning Academy. We are happy to have you as a new member of our team! Ready Set Grow Learning Academy has earned a reputation as a local leader in the industry. We are successful because of the individual contributions made by each of our employees. You were selected to join Ready Set Grow Learning Academy team because we feel you have the skills, ability, and commitment needed to help us deliver the finest service available to our customers. Since founding, Ready Set Grow Learning Academy we have held to a very simple philosophy: exceptional service to our customers is essential, to keep our customers. We want to ensure that these relationships continue well into the future.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that come with doing a job well. While serving the parents and children of Ready Set Grow Learning Academy you will have a great deal of freedom to express your unique skills, creativity, talents, and thinking. These policies and procedures are meant to support individuality by providing you with our teaching philosophies and serving as a guide for you to express them in your individual creative manner.

This handbook will explain many of the benefits that you will enjoy as an Ready Set Grow Learning Academy employee and some of the rules and regulations that enable our Company to run smoothly. If you have any questions, or if there is something we can do to help you succeed and grow with us, please contact Management.

We would like to welcome you to our center. We are glad to have you as part of our team. We hope to have the opportunity to enjoy many years of working together, helping the children in the area to grow and develop. I extend to you my personal best wishes for your success and career development as a member of Ready Set Grow Learning Academy.

Sincerely,  
Shamara Rogers  
Owner/President  
**Ready Set Grow Learning Academy, LLC**

## PERSONNEL POLICY HANDBOOK

This handbook is designed to be a summary of personnel policies and practices as they apply to all Ready Set Grow Learning Academy personnel; unless otherwise provided in a valid and enforceable collective bargaining agreement. Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees and their supervisors.

Please understand that circumstances may surface that require changes in the policies, practices and benefits described in this manual. As a result, Ready Set Grow Learning Academy reserve the right to amend the contents as deemed appropriate.

Should any provision in this Employee Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other Ready Set Grow Learning Academy Employee Handbooks policies, whether written or verbal, except valid and enforceable collective bargaining agreements.

Ready Set Grow Learning Academy employee handbook is used to outline the expectations, policies and procedures of the school that all employees must understand and comply with. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of Ready Set Grow Learning Academy family.

## **MISSION STATEMENT**

The mission of **Ready Set Grow Learning Academy** is to actively nurture, support, and encourage children and their families. Focusing on both their educational endeavors and spiritual walk with Christ, the learning academy dedicates its efforts and resources toward ensuring top-rated care giving services coupled with a high-quality activity-based learning environment.

## **VISION STATEMENT**

**Ready Set Grow Learning Academy** has a strong commitment to accessibility and diversity. We have an open-door policy that embraces all who desire to provide a better quality of care, preparedness and education for their children.

We offer developmental programs that reinforce basic social, listening, independence and motor skills and prepare students for future related interactions. All of our learning and childcare services employ technology and activities that support and promote higher learning.

In addition to the extensive services we offer, our campus will periodically offers weekend care, specialty classes and planned family activities for the community in which we service. Our vision is to provide a community where all students feel respected, loved, and encouraged to become to best person they can be. Our vision is the backbone to our business, supporting children to develop into their fullest and greatest potential.

## **OUR VALUES**

**Our values consist of the following but are not limited to:**

- **Quality** – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.
- **Inclusion** – all students are included into our learning environment. We welcome all with open arms, and love in our hearts.
- **Respect** – Respect is essential in building the relationships with our students and families that lasts a lifetime. Respect is a key component to our work as it helps to optimize the talents and diversity we bring into the school as partners in the child’s growth and development.
- **Accountability** – We strive to provide open communication with all partners of our business. This allows us to be transparent, open and honest with one another, and in turn provides the best environment for our students at home and at school.

- **Teamwork** – The combined action of both the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we are working to provide the best care for our little ones!

### **OUR GOALS**

Ready Set Grow Learning Academy goals provide us a path to our desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from, but also enjoy.
2. To provide a flexible, calm and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged and expectations are clear for all students.
4. To meet the physical, emotional and social needs of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities of cooperative play.
7. To create a happy, warm and exciting environment that is inviting, comfortable, and manageable for the children.
8. To support a caring staff who show genuine respect, love and encouragement for the children.
9. To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

## **EMPLOYMENT POLICIES AND PROCEDURES**

### **SELECTION OF EMPLOYEES**

Employees are selected on the basis of their qualifications to fulfill established specifications for the job. General criteria include education, experience, mental capacity, physical ability, and willingness to work in the specific environment, and ability to perform the essential functions delineated in the “Job Descriptions” section of this handbook.

### **AT-WILL EMPLOYMENT**

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Ready Set Grow Learning Academy and you, the employee. Since Tennessee is an at-will employment state, you are not under contract for employment. Thus, employment with Ready Set Grow Learning Academy is not for a definite term. Ready Set Grow Learning Academy or you may terminate employment at any time, for any reason or for no reason.

### **STATEMENT OF POLICY**

Ready Set Grow Learning Academy 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.

### **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Ready Set Grow Learning Academy will be made based on merit, qualifications, availability and ability. Ready Set Grow Learning Academy 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 act and/or discrimination will be subject to disciplinary action, up to and including termination of employment.



## **STATE LICENSING RULES AND REGULATIONS**

ALL staff must be knowledgeable in the State of Tennessee Department of Human Services Licensing Rules for Child Care Centers. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

All staff are required to be at least 18 years of age, have a high school diploma or its equivalent, hold a degree or be pursuing a degree in Early Childhood Development.

Each staff member must have current training in CPR for Infants and children, as well as First Aid with rescue breathing and choking.

Each staff member must provide a statement informing the facility about any of the offenses listed in the State of Tennessee Department of Human Services Licensing Rules for Child Care Centers rule book.

State ratios are important indicators of quality. The center is required to maintain state ratios at all times. All staff are required to ensure that they adhere to the state ratios at all times. Make sure that you receive additional help when the number of children exceeds the ratio limit. Adherence is a dual responsibility between teachers and management. Staff must never leave their group out of ratio ensuring there is always emergency assistance available. Staff are to notify the front desk for assistance when they need to leave the group and the total number of children in attendance exceeds the state ratio.

## **NON-DISCRIMINATION POLICY**

At Ready Set Grow Learning Academy, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let administration know immediately. Every complaint will be appropriately investigated.

\* **SHRM Better Workplace Better World**

## **CURRICULUM**

Ready Set Grow Learning Academy implements the High Scope curriculum on a daily basis. American Sign Language (ASL) and S.T.E.M. (Science, Technology, Engineering and Math) are also components of our curriculum. Ready Set Grow Learning Academy will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities, along with training to effectively implement the programs in their classrooms.

## **CONFIDENTIALITY**

Due to the sensitive nature of information that you will know as a teacher or provider of young children, it is imperative that you keep sensitive information confidential. All information about children or their families must be shared on a "Need to Know" basis only. All staff must be very sensitive about discussing children's developmental needs and family information in public places, including the employee lounge and hallway. This also includes off premise discussion and /or conversations. Staff must always follow the Code of Ethical Conduct. All questions of major concern 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.

Staff must 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 children and families. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

**Always remember to stay positive and focus on the needs of the children in your care.**

## **CUSTOMER AND COMMUNITY RELATIONS**

The success of Ready Set Grow Learning Academy depends upon the quality of the relationships between Ready Set Grow Learning Academy, our employees, customers, owner's representatives, and the general public. Our customers' impression of Ready Set Grow Learning Academy, their interest, and their willingness to stay with us is greatly formed by the employees who serve them. In a sense, regardless of your position, you are Ready Set Grow Learning Academy ambassador. The more goodwill you promote, the more our clients will respect and appreciate you, Ready Set Grow Learning Academy, and our services.

Below are several things you can do to help give clients a good impression of Ready Set Grow Learning Academy. These are the building blocks for our continued success.

1. Act competently and deal with parents in a courteous and respectful manner.

2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly; provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.
5. Remember parents are welcome in the Center at any time, unannounced.
6. Teachers and parents are partners. We all work together in a climate of trust and honesty to provide the children with a happy, healthy environment.
7. It is not our job to “judge” anyone’s parent’s “parenting” techniques or other personal traits. Do not discuss parents in a negative way – they are doing the best that they can with what they have to work with – just as we are! We need to be supportive, honest, and helpful.
8. Encourage parents to visit the Center: for example, during Snack Time, Lunch Time, to play in the afternoon, or for another part of a day.
9. Plan activities and other social events to involve parents.
10. Communicate frequently with the parents of children in your group. Some suggested ways are:
  - a) Face-to-face at the beginning and end of each day.
  - b) Newsletters – thank-you notes, special events, reminders, etc.
  - c) Communicate using daily logs with parents that you do not see frequently.
  - d) Conversations via telephone are welcome for quick updates and for notification of emergencies. All parents should receive a phone call from their child’s teacher during their first day of attendance at the center, sharing positive events about their child’s day, along with receiving a photo of their happy child via Tadpoles.
  - e) Send a “Welcome Card” to the child, from the classroom teacher upon their registration into our program.
  - f) Use the Procure parent communication system to send notices, daily photos of children engaged in activities, daily child reports, and lesson plans; along with other classroom events via email to the individual parent regarding their child.
11. Greet all clients who are known to you by their name. If you do not know the client’s

name, greet them with “Good Morning” or “How are you today?”

12. Be an ambassador of the agency while working with the general public.  
Remember – We are a service business. Our paychecks come from parent fees. Treat parents the way you would like to be treated.

**WHATEVER IS SAID MUST CONVEY THE MESSAGE: THIS IS A FRIENDLY PLACE AND I CARE ABOUT YOUR CHILD AND YOU, AS A CLIENT.**

### **EXTRACURRICULAR BABYSITTING**

**WE DISCOURAGE** center staff members from accepting extracurricular baby-sitting jobs from parents at our center. Our teachers are childcare professionals and deserve to be treated as such and should not be viewed as babysitters by parents. In addition, after spending a busy day with children at the center, all staff members need free time away from the children and vice-versa. At no time should there be children in the center being cared for who are not enrolled at Ready, Set, Grow daycare.

We must ensure that all children and parents at the center are treated equally. Teachers who baby-sit the same children could naturally display favoritism toward those children or parents, however unintentional. Such favoritism is unfair to the rest of the children and parents and would be considered disruptive and unethical behavior.

- In no way will any extracurricular baby-sitting arrangement be permitted to interfere with the daily operation of the center. Parents and staff members must make all such arrangements on their own time away from the center. Staff members will not be permitted to accept or make telephone calls for this purpose.
- Extracurricular baby-sitting will not be allowed to interfere with the employee’s ability to perform his/her duties at the center.
- Under no circumstances will staff members be permitted to take children home from the center.
- Staff members are prohibited from babysitting during Ready Set Grow Learning Academy operating hours.
- Staff members *MAY NOT* discuss any aspect of the business of Ready Set Grow Learning Academy with a family.
- Staff members will not solicit customers from Ready Set Grow Learning Academy. either for baby-sitting, in-home childcare, to nanny for, or for any other reason.

- Ready Set Grow Learning Academy will not be held responsible for any actions or circumstances resulting from any interaction between its staff members and customers that occur away from the center.
- Ready Set Grow Learning Academy reserves the right to direct any employee to terminate any baby-sitting arrangement that Ready Set Grow Learning Academy determines is not in the best interest of, or is having a negative impact on, the center, its staff members, or clients.

We realize, that some teachers enjoy baby-sitting and need the extra income that they earn from doing so. We encourage our teachers to baby-sit for families that do not attend Ready Set Grow Learning Academy.

### **STAFF GUESTS**

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

### **CO-WORKER RELATIONS**

Employees are expected to keep a positive work environment at all times. In the event that a situation arises, which you disagree, please discuss it directly and professionally with the person involved. We ask employees to surface problems or conflicts as soon as possible. Focus your concern with the behavior that is bothering you, not the person. Concentrate on positive feedback and constructive criticism over negativism, personal attacks, gossip and/or slander. Employees are expected to work through the concern with their co-worker first. If you are unable to jointly resolve the problem, approach your Director to help you work through the concern. Employees are expected to conduct themselves in a professional manner and refrain from discussing their concerns with co-workers, customers or the general public.

### **ORIENTATION**

All new employees are oriented to Ready Set Grow Learning Academy policies and procedures; orientation will begin on the first day of employment and continue throughout an employee's first 30 days. Each employee will be assigned a mentor to make sure that all procedures are explained and demonstrated. Any employee may ask their mentor or Director for further explanation or clarification of policies and procedures at any time. It is each employee's responsibility to ensure all center expectations are upheld at all time. The 90-day review evaluation of an employee's performance is explained during orientation.

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
- Shaken Baby and Safe Sleep Training
- DHS Licensing Ratio Guidelines
- Job responsibilities and any other duties as assigned
- Training in the recognition of Childhood Illnesses and Infectious Disease Control, including Hand- washing Procedures and Universal Precautions for handling body fluids.
- Schedule of operations at ABC Academy centers
- Review of Child Abuse and Neglect Laws and Reporting Procedures.
- The procedures for ensuring that all ABC Academy employees know the child assigned to their care and their whereabouts at all times.
- Child Management Techniques
- Supervision of Children Policies
- The integrity of children with disabilities into the program
- Confidentially Policies.

To gain a thorough knowledge of the operations of ABC Academy, it is essential that you ask questions. During busy times, make a note of questions you have, and discuss them later with your manager. Please do not relay information to others that you are not certain about. Take the initiative to learn all you can, because those who are successful in this dynamic business never stop learning or adding to their store of knowledge.

During the first day of your orientation you will also be asked to complete all necessary paperwork, such as appropriate federal, state and local tax forms. You will be photographed on your first day of employment and asked to complete a brief personal biography. The photograph will be used for your employment badge and for your “New Hire Letter” provided to parents and co-workers.

Your photograph and biography will be posted on the center employee board and in the classroom information packet. During your orientation, if you have not previously done so, you will be required to present information establishing your identity and your eligibility to work in the United States in accordance with applicable federal law. You will not be allowed to begin working unless this information has been provided.

### **INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their new position meets their expectations. Ready Set Grow Learning Academy uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Ready Set Grow Learning Academy 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 or rehire. Any significant absence will automatically extend an introductory period by the length of the absence. If Ready Set Grow Learning Academy determines that the 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.

### **IMMIGRATION LAW COMPLIANCE**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of employment, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Ready Set Grow Learning Academy. may be required to terminate your employment and take other action as required by law.

### **EMPLOYEE RECORDS**

Your employee records are maintained by the immediate supervisor and payroll department. The following information is kept in your personnel file. It is your responsibility to notify your Director of any changes to your personal file to ensure that the information is kept current.

- Legal name
- Home address
- Home telephone number
- Person to contact in case of emergency
- Change of beneficiary
- Social Security number
- Initial Application / Resume
- Criminal History (it is your responsibility to notify your immediate supervisor of any changes to your criminal history record.)

- Department of Human Services Clearance.
- Exemptions on your W-4 tax form.
- Non-Compete Agreement
- TB test are required to be on file prior to beginning work. The employee is responsible for all costs in obtaining both.
- Current Infant/Child and Adult CPR and First Aid Certification, within one month of hire. Initial costs to obtain these certificates are the responsibility of the employee. The employees are responsible for the cost of certification and re-certification.
- One Month, 90 day and annual evaluation records
- Self-evaluations and professional growth reports
- Training certificates or licenses maintained
- Notices of discipline
- Health Insurance Notification Form

### **OPPORTUNITIES FOR ADVANCEMENT**

It is our policy to provide opportunities for promotion to our employees that are within our Equal Employment Opportunity guidelines. It is Ready Set Grow Learning Academy' intent to hire and promote individuals who demonstrate the greatest and most desirable level of skills, knowledge, abilities, adaptations, fitness, and other qualifications appropriate to the position.

While there is no formal career development policy, the first criterion for any promotion is consistent effectiveness within your current assignment. Secondly, you must let your Director know you are interested in more responsibility and discuss methods for your development. Continuing your education is another positive step. Your Director can help you explore other factors affecting your career development.

An employee may bid for an opening by submitting a request to a bid on the position. The Director will ask you to provide examples of the job requirements that you are bidding on as part of your interview process for the new position.

An employee promoted to a new position will be given up to ninety (90) working days to demonstrate his/her ability and qualifications to satisfactorily perform the full duties required of the new position. If s/he does not perform satisfactorily within such time, s/he may, at the discretion of the company, be returned to the position s/he formerly held at the appropriate wage for the position s/he formerly held.

### **SEXUAL HARASSMENT AND OTHER UNLAWFUL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances,



requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment will not be tolerated in any way, shape or form. Ready Set Grow Learning Academy 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 legal 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 their immediate supervisor, the Director and/or the Owner. Employees can raise concerns and make reports without fear of reprisal. See the complaint procedure described below.

### **CHILD ABUSE MANDATED REPORTER**

By State Law you are required to immediately report any suspicions of child abuse. You must report to the Director of the center, so she may assist you in reporting the incident to Protective Services. The Child Protection Law requires that the staff member that has suspicions be the person to call Protective Services, but the Director will always be available to provide guidance, support, and assistance to the person making the report. It is your responsibility to review the Protective Services Mandated Reporter policies posted in your Center. Child Protective Service Agency can be reached at 1-877-237-0004. Ready Set Grow Learning Academy will not tolerate child abuse in any form; physical, verbal or sexual.

### **Ready Set Grow Learning Academy Child Abuse Policy**

All Ready Set Grow Learning Academy employees will be screened by the appropriate law enforcement agency using the state's background system. Adults will never be alone with children on premises unless they can be observed by others. All staff or volunteers SHOULD NOT EVER physically, verbally, or emotionally abuse or punish children.

Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but not limited to, spanking, shaking, slapping, thumping, or pinching a child. This will not be tolerated at all. Corporal Punishment is prohibited at Ready Set Grow Learning Academy. Violation of this policy is grounds for immediate termination.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

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

1. We endorse and encourage an open-door policy that allows parents and others to visit the facilities at any time, unannounced.
2. We make every effort to screen each employee's past employment record
3. It is required to perform criminal history checks on all employees.
4. We try to assign two employees to any given situation.
5. We actively encourage comments and suggestions both positive and negative.
6. The Directors and Owner are continually supervising and monitoring every situation on an unscheduled basis.
7. We are aware of our legal responsibilities as a mandated reporter of child abuse and have done so and will continue to report any suspected acts of abuse.

#### **IF A COMPLAINT WERE TO SURFACE from a Parent to us directly, we would:**

1. Listen, take notes, question, and generate specifics
2. Immediately question staff
3. If abuse is suspected, we would

- Call police
  - Call Children’s Protective Services
  - Call our insurance carriers
  - Call our attorney
  - Immediately place all staff suspected of involvement on administrative leave without pay until
  - outcome of investigation(s).
4. If, in our opinion, the charge of abuse is unwarranted, we would
- Confront parents with our findings and ask parents if they were satisfied or wanted further involvement by others.
  - If no further involvement is wanted, we would ask parents to sign a dated written statement to the effect.
  - IF PARENTS ARE NOT SATISFIED we would call police, children’s protective agencies, insurance company attorney, and IMMEDIATELY PUT STAFF ON ADMINISTRATIVE LEAVE WITHOUT PAY.

**COMPLAINT FROM A STATE OF LOCAL AGENCY, we would**

1. Immediately place staff on leave without pay pending investigation(s)
2. Make calls to our insurance company and our attorney.
3. Cooperate completely by supplying information, data and support to the investigation.
4. Issue a special bulletin to all clients and staff explaining what was going on and urging their complete cooperation with the investigation.

**RELATIONSHIP WITH MEDIA**

The Owner will be the only person authorized to speak to reporters, television crews, or any member of the media.

**ALL STAFF ARE TO DIRECT QUESTIONS TO THE OWNER.**

- Her statements will contain only facts such as:
- We have a claim of abuse.
- Staff involved has been placed on leave until investigation is concluded.
- We are cooperating completely.
- We want a quick and thorough investigation.
- Any other questions are to be directed to our attorney and insurance carrier.

**During an Investigation, we would:**

1. Respect the privacy of all those involved by ensuring compliance with our confidentiality policies.
2. Utilize the advice of our attorney to ensure that the rights of any staff member accused of abuse or neglect are protected by due process.
3. Make every attempt to operate “normally”, as that is the professional responsibility of everyone.
4. Maintain constant and clear information and communication to parents.
5. Make this a time when extra love, extra care, extra giving would be the standard operating procedure, because we all know how children pick up and respond to our fears, anxieties, anger and hostilities.
6. Make every effort to insure that, as much as possible, that investigators perform their duties away from the site.

**After an Investigation, we would**

1. Pay any innocent staff for lost time/wage.
2. Ask our attorney to immediately sue any parent or agency who had falsely claimed abuse and ask not only for restitution but punitive damages.
3. Continually update staff and parents of further developments.

**HAZARDOUS ITEMS**

Ready Set Grow Learning Academy has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employee, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school’s outdoor and indoor environments.

**SMOKING POLICY**

As you are aware, in a majority of states, employers are required to comply with the Clean Air Act, as well as with other city, state and federal laws governing smoking in the workplace. As such, Ready Set Grow Learning Academy policy was designed to provide a smoke-free environment for our children and employees who do not smoke. Use of marijuana, cigarettes, vape pens, or other smokeless tobacco products are prohibited on or near our facilities.

Smokers have a responsibility to refrain from smoking in all areas of company premises. This includes the company building, parking lot, playground, any outdoor area, or while on center field trips or functions representing the Company in an area that children in our program may be present.

Employees who do smoke on their way to work or to and from breaks are strongly encouraged to refrain from entering the building for at least 15 minutes after engaging. Employees are also required to immediately wash their hands upon entering the building. It is strongly suggested not to smoke in your work uniform shirt. Smoke remains in clothing and hair and can transfer as third party smoke.

Any problems regarding this policy should be addressed to the Management. Please remember to observe this policy and respect the rights of your co-workers, both smokers and non-smokers. Retaliatory acts against employees exercising their rights under this Act is strictly prohibited.

### **ALCOHOL & SUBSTANCE ABUSE**

Ready Set Grow Learning Academy prohibits at all times the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized control substances on the Company's premises or while engaged in business for the Company off the premises. Ready Set Grow Learning Academy also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of Ready Set Grow Learning Academy policy for anyone to engage in work for the Company or to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

The influence of alcohol and/or any other toxic substances will impair the health and safety of the employee, the students and the overall business. Therefore, under no circumstances is any member of staff or other professional allowed onto the premises if they are under the influence of alcohol and/or any other substance abuse. If administration believes a staff member or other professional is intoxicated by alcohol or any other toxic substance, appropriate action will be taken. The employee will be asked to leave the premises immediately and the school will take disciplinary action which may result in termination.

This policy applies to all regular and part-time employees and temporary workers of Ready Set Grow Learning Academy as well as to all consultants, vendors, and other individuals providing services to the Company at any time on the premises or while engaged in business for the Company. Employees may be required to submit to random drug and alcohol abuse screenings. Positive drug test results will result in immediate dismissal from employment. Please refer to the Drug Testing Policy for further information.

Ready Set Grow Learning Academy is a drug-free workplace. This policy applies to all personnel onsite at the school including staff and volunteers. This policy covers the following substances but is not limited to alcohol, illegal drugs, inhalants, prescription drugs without authorization, and over the counter drugs.

When a staff member is believed to be under the influence, they will be asked to leave the school right away. If another staff member or administration has cause to believe a staff member is impaired while working on the job, the employee may be suspended or terminated without pre warning or a write up.

At any time, the school reserves the right to search work area, handbags, briefcases, lunch boxes, vehicles, personal packages or other personal possessions to determine the presence of drugs or alcohol.

If a substance is found, the employee will be terminated immediately and a report will be written to the governing bodies including the police and the state licensing officials.

### **RECREATIONAL AND MEDICAL CANNABIS**

The following information regards to the limitations of lawful use of recreational and medical cannabis in the school.

- Undertaking any task under the influence of cannabis would constitute negligence, professional malpractice or professional misconduct.
- Using cannabis in any public place.
- Possessing cannabis in a private residence that is used at any time to provide licensed or unlicensed childcare (day care and foster care) or other similar social service care on the premises.
- Using cannabis in a private residence that is used at any time to provide licensed or unlicensed childcare (day care and foster care) or other similar social service care on the premises.
- Using cannabis knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act.
- Smoking cannabis in any place where smoking is prohibited.
- Facilitating the use of cannabis by any person who is not allowed to use cannabis under either the Cannabis Regulation and Tax Act or the Compassionate Use of Medical Cannabis Pilot Program Act.

The use of recreational marijuana onsite will result in immediate termination of employment, and any violation of these laws may subject the violator to civil or criminal penalties.

Any prescription medication provided by a registered doctor, must not affect an employee's ability to work at Ready Set Grow Learning Academy.

If prescription drugs are required to be taken during the work hours, the prescription must be provided by a licensed medical provider.

#### **The employee must do the following:**

- Take prescription as directed by the doctor

- Only take the dosage as prescribed by the doctor
- The employee must be aware of the precautions of use
- All medication must be in its original container
- Only a single-day medication supply is allowed onsite
- No medications will be stored in the classroom.
- All medication must be labeled correctly with the person's name, doctors name, and the name of the medication with dosage.

**At any time, the employer may terminate the employee for the following policies on prescription drugs, but is not limited to:**

- If the present medical condition does not exist and the medication is continued to be used without consent from a doctor
- The medication is interfering with the employee's work ethic and daily job functions
- The medication is interfering with the employee's overall work performance
- The medication is being taken illegally

At any time, the administration has the right to ask the employee for a doctor's notice proving a medical visit. Administration may also ask for a letter from the doctor confirming the employee is able and safe to work in a school environment on the prescribed medications.

### **EMPLOYEES USE OF CELL PHONES AND INTERNET**

Under no conditions are phone calls, texts, or internet surfing on personal devices allowed at any time in the classroom. If you have to make a personal phone call, you may leave the classroom to do so, making sure all students are under proper supervision and the classroom remains in ratio. This also may not occur without administration's verbal consent that it is safe to take the phone call.

The only device allowed to take photos of the students is the tablet provided in each room and digital camera that belongs to the center. Sharing pictures of the children or school is strictly prohibited.

Each classroom is equipped with a telephone with an outside line. This phone is to be used in the case of an emergency. The provided telephone should not be used for personal calls. In the event the teacher has an emergency and needs to be reached at work, the receptionist may transfer the call to the classroom. The telephone that is located in the teacher area is not for personal use. It can be used to make short business calls when needed (ex. Making or confirming a doctor's appointment, calling a child's school).

The computer located in the teacher's area is not for personal use. The computer and internet are only for activities directly related to Ready Set Grow Learning Academy and must relate to job related tasks.

### **COMMUNICATION AND GRIEVANCE**

Each staff member shall act in a responsible manner and continually strive to improve the school's operational efficiency and well-being. Our goal is to provide a pleasant and productive working environment at all times. Our ability to achieve this goal depends upon all of us showing mutual respect and maintaining open lines of communication. Therefore, we have an "Open Door Policy." This means that if you have any questions about your job, complaints of any kind, or opinions about matters which affect your employment, we encourage you to discuss them with the Administration. Any matter will be treated with dignity and respect as a solution is achieved. We are eager to help you with any work-related problems or listen to your suggestions or complaints. We encourage your input and hope that you will help keep the lines of communication between us open at all times.

### **GOSSIP POLICY**

Gossip is malicious or actionable talk about someone when they are not present or can hear. Gossip often involves just untrue tales and can include truthful remarks. Gossip is also any talk of a person's or institution's affairs, whether personal or professional, innocuous or slanderous. In the workplace, gossip can distract, drain, and hurt one's overall job satisfaction.

- A. A person who habitually reveals personal or sensational facts about others
- B. A rumor or report of an intimate nature
- C. Chatty Talk (Don't be a chatty Cathy)

### **GOSSIP FREE AND PROFESSIONAL WORKPLACE**

- A. Refuse to participate in any gossip matters. This means making the choice not to engage, choosing to walk away or ignore, or stating you will not participate.
- B. Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
- C. If a person does something unethical, against the business policies, procedures or code of conduct, I will report this to administration immediately.
- D. While off the job, I will continue to follow all policies and procedures of the school, especially when it comes to the code of conduct and gossip policy. I will not speak to others about someone in any negative way. I will always commit to using positive and professional communication.



E. I promise to be a professional, be kind, be respectful, and do the best job I can do!

### **DISCIPLINARY POLICIES FOR GOSSIP**

- A. The first offense of gossip - Administration will have a meeting with the employee in a private setting. This meeting is meant for the employee to clarify any confusion and state their reasoning. Administration will document notes and these notes will remain in the employee's file. Depending on the conversation, administration will decide if a verbal or a written warning will occur.
- B. The second offense of gossip – Administration will review the notes from the first offense. Administration will write up the employee with a first written warning.
- C. The third offense of gossip – Administration will review the notes from the first and second offense. A final written write up will occur. The employee will be notified that one more offense will result in probation, suspension or termination.

### **EMPLOYEE WORK AND COMPENSATION**

#### **HOURS OF WORK & COMPENSATION ISSUES EMPLOYMENT CLASSIFICATION**

##### **EMPLOYEE STATUS**

**Full-Time Employees** consistently have a basic schedule between 30 to 40 hours per week, a minimum of 2000 hours per year including holiday's and paid time off.

If you were a full-time employee and have been on an approved medical or emergency leave of absence, upon return you will be considered a full-time employee if enrollment deems full-time enrollment is necessary to meet licensing requirements, provided you return to work as agreed in the provisions of your leave.

**Regular Part-Time Employees** consistently work year round 30 hours or less, 1999 hours or less per year.

**Other Part-Time Employees** consistently work less than 1000 hours per year or are employed less than twelve (12) months per year.

##### **Temporary Employees include the following:**

Substitutes are hourly staff that are willing to substitute on short notice. Summer Staff are hired for our Summer Program, as needed, and are usually college students who return to school in the Fall.

##### **“Non-Exempt” and “Exempt” Employees**

At the time of hire, all employees are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime

compensation for hours worked in excess of forty (40) hours per work week, not including vacation, sick, or holiday hours. These employees are referred to as “non-exempt” in this employee handbook.

Exempt employees are supervisors, executives, managers, officers, directors, owners and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

### **EMPLOYEE 90 DAY PROBATIONARY PERIOD**

New and rehired employees will be subject to a probationary period for the first 90 calendar days after their date of hire. The introductory and training 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. This period is used to assess and evaluate the employee’s general capabilities, general work habits and their overall performance in our childcare setting.

If during this probationary period, administration feels the expectations of the center are not being met, at any time, the center may end the employment relationship. During this time, if the employee feels the center is not meeting their individual expectations for a learning environment, they may also end the employment relationship with or without cause or advance notice to the employer.

### **30, 60, 90 DAY EMPLOYEE EVALUATION**

Ready Set Grow Learning Academy conducts a 30-, 60-, and 90-day review to provide our educators with feedback on their performance. This is an opportunity to touch base with all new employees and discuss what is going well, what the school would like the employee to work on, along with providing a general sense of the employee’s overall work habits, work ethic and overall performance. This standard helps our employees understand what the school is looking for and provides a benchmark for measuring performance.

The 30, 60, 90-day reviews also provide an opportunity for the employee to discuss their concerns, general questions they may have or any other comments relating to the school’s operations.

### **STAFFING STRUCTURE**

Ready Set Grow Learning Academy staff primary concern is the care and safety of the children. Sufficient childcare staff is always provided to assure that staff to child ratios are maintained as specified by our states licensing instructions. A written staffing plan is maintained to organize the staff and enable all to give children continuity of care and

supervision. The staffing structure is altered time to time to comply with the school's overall program needs.

### **EMPLOYEE HOURS**

Employee staffing schedule is based on the needs of the center. The staffing schedule is changed from time to time to satisfy the state's teacher to student ratio. Employees are asked to **be flexible with their assigned hours of work**. If the employee has important outside elements that effect their working hours, these needs to be addressed immediately with the owner and director, and they will try their best to accommodate the employee's schedule needs.

### **EMPLOYEE PROFESSIONAL DEVELOPMENT**

All daycare staff are mandated to receive outside education classes for professional development on a yearly basis. This information is documented in their personal employment file.

Ready Set Grow Learning Academy provides many opportunities for professional development. These includes online courses, in person training, and information on trainings offered in the community.

### **APPEARANCE AND DRESS**

Our employee's neat appearance and proper attire are important to our ability to maintain a professional atmosphere and leave a positive and supportive impression with parents and our school's visitors.

You will be supplied with one uniform polo shirt, and one T-shirt to wear. Additional uniform shirts can be purchased. Employee may use payroll deduction to pay for additional uniform shirts. Uniform are a required part of our dress policy.

Our employees clothing must be tasteful, clean, neat and appropriate for your daily duties. You are hired to work with children and being down and on the floor frequently is part of the job responsibility. Clothes that are too revealing should be avoided. Clothes that have graphic designs should be avoided, and clothing should not have holes or lavish accessories. Please refrain from wearing leggings with short tops, spaghetti strapped t-shirts, low cut tops or short shorts. Please use a conservative outlook when deciding upon clothing.

If administration feels an employee's dress is not appropriate, a written warning may be given, and the employee will be given a school's t-shirt to wear. If an alternative outfit is not available, the employee may be sent home that day, without pay.

### **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 Ready Set Grow Learning Academy. All employees will be judged by the same performance standards along with their 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/she wishes to remain with Ready Set Grow Learning Academy.

**Note:** Further more you cannot be employed by a competitor, as this will cause a conflict of interest with your employment at Ready Set Grow Learning Academy

### **EMPLOYEE COMPENSATION**

Salaries are set individually for each employee according to agreement between the employee and director. Salaries are based upon education, experience, performance and length of service. Salaries are confidential and will be evaluated annually. A salary review does not automatically imply a salary increase. Payroll will be distributed BI-WEEKLY FRIDAY

It is the employee's responsibility to notify administration of any changes in their personal bank information.

A pay range is established for each of the organization's jobs. Each employee whose performance is "proficient" or better will receive a rate of pay that corresponds with the pay range that has been established for his/her job.

The position of each employee's rate of pay within the range that has been established for his/her job will be determined primarily by the employee's relevant experience and job performance.

### **OVERTIME**

No overtime will be paid without authorization of the administration in advance. During weeks where there is a paid holiday, overtime pay is not given. Please review your hours during the week to assure you are not in unapproved overtime. Let administration know if you are aware you may be going into overtime that has not been approved.

### **DISCUSSION ON EMPLOYEE COMPENSATION**

Conversations regarding salary or hourly pay are not allowed between employees. These topics violate the school's policies on confidentiality and are personal between the employer and the employee.

If an employee is caught discussing salary, hourly or payment discrepancies with other employees, a write up will be documented and placed in the employee personal file.

### **PAYMENT DISCREPANCIES**

Ready Set Grow Learning Academy makes every effort to ensure payment to our employees is correct. Please understand that mistakes can happen. If a payment error occurs, please notify administration immediately so we can investigate and make the proper changes.

### **PAY EVALUATION**

Administration will evaluate an employee pay during their annual evaluation, or when the administration feels an increase is deserved.

### **RATE OF PAY INCREASE**

Pay increases are not automatic, but are earned by satisfactory performance on the job, satisfactory attendance AND trainings/conferences attended along with the financial status of the company. Notification of the maximum annual percentage of increase available for the employees to earn will be provided each year. Payroll increase percentage pay rates will be determined by the financial status of the individual center.

Each employee will be placed on a salary grade based on their position and education level. Each salary grade has a minimum and maximum wage an employee may earn. Once employees reach the maximum pay rate for their assigned career ladder level pay scale they will not be eligible to earn a rate of pay increase until they are assigned to a new career ladder level due to a promotion, the completion of an Early Childhood Degree as assigned on the career ladder level, or the salary grade is updated increasing the pay range scale.

### **RELEASE FOR LACK OF WORK – RECALL WITHIN 30 DAYS**

If an employee released for lack of work is recalled from layoff within thirty (30) calendar days from the date of release, she/he shall be paid the maximum salary of the classification of which job she/he is assigned upon recall. If assigned to a lower classification at the time of recall than was held at the time of release, the rate of pay will be reflected accordingly.

### **WORK SCHEDULE**

Ready Set Grow Learning Academy is open year-round except for those days indicated on the parent contract. The hours scheduled, excluding time taken for meals, shall constitute a regular workday and five regular workdays in seven consecutive days commencing at 12:01

a.m. Monday shall constitute a regular work week. Normal work hours shall be between 6:00 a.m. and 6:00 p.m., Monday through Friday.

The Owner will determine scheduled hours for administrative employees based on the needs of the agency. Work schedules for classroom and support positions vary throughout the company.

Operational demands may make it necessary for occasional changes to scheduled “in” times, scheduled “out” times and/or in the total hours that may be needed each day and week, in order to meet the varying demands of our business. Staffing is directly related to the number of children enrolled. The determination of the daily and weekly work schedule is afforded to the Director. Your Director may make such changes at their sole discretion. Your Director will inform you of your hours by posting a weekly schedule. They will guide your completion of weekly or daily time sheets. It is the responsibility of the employee to check the posted schedule daily for any necessary schedule changes based on enrollment needs.

No employee will have set hours of employment or shift schedules, nor is anyone guaranteed full or part-time status. If enrollment or income decreases, it is possible that the number of hours worked by the staff would be reduced. In such case, the employee would be paid only for the actual number of hours worked. If the employee has any questions concerning their schedule, she/he may consult the Director. Your Director will make the final decision on employee’s hours of work while meeting the individual center licensing ratios along with payroll budget guidelines.

### **PAID VACATION AND SICK DAYS**

It is the policy of The Academy of Future of Leaders to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee entitled is determined by the employee’s length of service as of his or her employment anniversary date. For full-time employees, vacations accrue as follow:

1. At the end of the first year of service, on the anniversary of hire date, one week, or 40 hours of vacation
2. After the end of the third year of service, on the anniversary of hire, two weeks or 80 hours of vacation.
3. After the end of the first year of service, on the anniversary of hire, three weeks or 120 hours of vacation

Vacation does not accrue between employment anniversary dates and may not be taken until it is earned. Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee’s next anniversary date. For example, an employee with two weeks’ vacations as of his or her third-anniversary date must use the two weeks prior to his or her fourth-anniversary date.

Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation.

Vacation request must be made at least 30 days in advance. Requests for scheduled vacation must be submitted in writing. Requests for unscheduled vacation must comply with the Company's call-in procedures, as set forth in the Attendance Policy.

To ensure that our Company's staffing and operational needs are met at all times, the Company reserves the right to grant vacation requests at its discretion. Even if approved, requests for unscheduled vacation may not necessarily be excused for purposes of the Attendance Policy.

Sick Days are accumulated on length of service as described above under vacation time. For full-time employees, sick days accrue as follow:

1. At the end of the first year of service, on the anniversary of hire date one sick day, 8 hours. Time will not be paid over the normally scheduled work shift.
2. At the end of the second year of service, on the anniversary of hire date three sick days or 24 hours.

Sick days are not transferable and do not roll over to the next year.

You will/will not be paid for all unused, accrued vacation and/or sick time upon termination of employment.

### CHILDCARE BENEFITS

Full time employees enrolling their child in the school are eligible for an 50% tuition discount. All enrollments will be offered on space availability. Employees are required to apply for Smart Steps or any state subsidy certificate program. Employees will not receive both discounts. If the employee is denied by the subsidy program, they will receive the 50% discount of current market rates. Employees who are on the childcare certificate program will have their parent co-fees waived.

### WORKMAN COMPENSATION

According to the Workers' Compensation Insurance is provided to all employees, which applies to all accidental injuries to an employee while at work. Workers' Compensation is carried to cover expenses and earnings lost due to injury while you are on the job.

Should you have an accident while on the job: • Seek immediate first aid or emergency care. See that your supervisor or shift supervisor is notified of your accident/assault and your condition. All serious injuries that require outside medical services and/or result in lost time

should be reported immediately. All on the job injuries should be reported as soon as possible to your supervisor who is responsible for initiating the proper reports.

### **EMPLOYEE EVALUATIONS AND ASSESSMENT OF WORK**

Employee evaluations and assessments are conducted to assess the work of an employee, increase productivity levels, and encourage motivation in performance. Staff evaluations are conducted once a year, or as needed.

During an evaluation employee may qualify for an annual increase in salary. Outstanding performance above the school's standards and expectations will be recognized.

Evaluations are conducted by the director or owner of the center and are based on the following criteria, but is not limited to:

- Fulfillment of job responsibilities
- Meeting the school's expectations
- Knowledge of the field
- Compliance with the school's goals, values, and philosophy of education
- Reliability and loyalty
- Attendance
- Overall work ethic and attitude
- Curriculum development and creativity
- Working with fellow employees
- Working with parents
- Interactions with students
- Overall communication skills
- Passion and drive seen towards the field of ECE
- Professional development records
- Overall work ethic

### **EMPLOYEE DISCIPLINARY POLICIES AND TERMINATION** **PERFORMANCE CORRECTIVE REVIEW**

If an employee's performance is at a level that does not meet the school's standards, at any time administration will conduct a performance corrective review. The purpose of this review is to provide insight and information into the employees work ethic and overall general performance at the school which is unsatisfactory and doesn't meet the school's standards. Immediate changes must occur within 30 days of the review to improve employee's performance. At the end of the 30 days, a new review will be completed for the employer to determine if the employee has made progress on their work ethic and performance.



## DISCIPLINARY POLICY

As an employee of Ready Set Grow Learning Academy, you must perform your duties to the best of your ability. This includes complying, understanding and respecting all policies, procedures and rules of the school.

In cases where an employee's job performance or conduct do not meet our standards, administration will need to take appropriate action. This action may include verbal warnings, written warning, or termination of employment.

**Violation of the following policies, rules and procedures will result in a verbal warning, written warnings, suspension or termination of employment. This list provides minimal examples:**

- failure to maintain satisfactory work performance
- damaging or stealing of school property
- harming a student or fellow employee
- negligent performance of work assignments
- leaving children or a child unattended
- failure to immediately report injuries
- fighting, assaulting or attempting to assault children, members of management, employees or visitors of the school
- unsanitary conditions
- leaving the school for any reason during your shift without authorization
- No personal cell phone use while on duty will be tolerated
- consistent tardiness
- negative attitude
- unexcused or excessive absenteeism
- absence for three consecutive workdays without notifying the administration will result in your automatic termination
- sleeping while supervising children
- misuse or removal of school or employee information or records from school property without authorization
- revealing confidential business information to another employee not authorized to receive it or to any unauthorized person
- disloyalty to the reputation of another employee and/ or the school

### DISCIPLINARY POLICY PROCEDURE

When an employee is not performing up to the standards of the school, or if an employee violates any policy, procedure or rule stated in this handbook, or the emergency procedures handbook, a meeting will be conducted, and they will be informed immediately of the violation.

The following steps below will be conducted to correct and address the employee's work performance and behavior. At any time, administration has the right to implement corrective actions which they decide are appropriate based on the situation.

**1. Verbal Warning:**

After the first offense, an employee will receive a verbal warning. A meeting with the employee and the employer will be conducted in which the administration will address the problem and ask the employee to respond and explain their actions. A verbal warning is documented with a written summary for both parties to sign and is used as a letter of confirmation that the situation was addressed, and all understand the seriousness of the warning. This letter also will document the improvements the employee will be required to make immediately, with a timeframe within which the improvements must be made.

**2. First Written Warning:**

A written warning may be given for any violation or misconduct of the following, but is not limited to the school's policies, procedures, rule, unsatisfactory work performance, absences or tardiness. A meeting will be conducted before the written warning is issued. This is an opportunity for the employee to respond, told face to face of the transgression and create an opportunity for the employer to have a clear understanding of the situation at hand. Both parties sign the written warning form, and it is kept in the employee's file.

**3. Second Written Warning:**

A second written warning will be given for any violation or misconduct of the following, but is not limited to the school's rules, policies procedures, the employees unsatisfactory work performance. A second meeting will be conducted to warn the employee that this is their final write up before suspension or termination. Both parties sign the written warning form, and it is kept in the employee's file.

**4. Suspension/Probation/Termination:**

After the two written warning meetings have been conducted and the write ups have been issued, administration will decide the next step. Consequences for failure to correct the misconduct and unsatisfactory behavior discussed prior may result in a 2-day, 3-day, full week, or 30-day suspension or probation period. If administration feels that the employee, even under probation, won't make progress or meet the school's standard, the employee may be subject to termination from their job at Ready Set Grow Learning Academy

**TERMINATION**

An employee may be terminated from the school if the steps listed under the disciplinary policy have not been satisfied. Termination and or any disciplinary action is at the discretion of the owner and/or director.

A written termination form will be completed by administration, and both parties will sign. This form will then be placed in the employee's file. The employees file will be kept onsite by the number of years specified by the State of Tennessee.

## **RESIGNATION**

Employees at Ready Set Grow Learning Academy must submit in writing, a letter of resignation. Ready Set Grow Learning Academy appreciates and encourages our employees to provide at least a two weeks' notice of their resignation.

Failure to provide a two weeks' notice may result in demotion of title and/or position. Final pay will be based on the position at the time of termination or resignation. Failure to provide a two notice, may result in being demoted to a floater, and paid at the current minimum wage. A resignation form will be completed by the director and signed by both parties

## **EMPLOYEE ATTENDANCE AND PUNCTUALITY**

Being on time and punctual is important in our school. The students come early in the morning, and stay late, and we must have an adequate number of teachers present and ready to work. Ready Set Grow Learning Academy cannot operate efficiently unless its employees can be depended upon for coming to work on their scheduled time, and on a consistent basis.

## **NOTICE OF ABSENCE**

Ready Set Grow Learning Academy requires all employees to call administration no later than 2 hours before their scheduled shift to report absence. In cases of emergencies, Ready Set Grow Learning Academy asks that the employee notifies administration as soon as possible.

Do not leave a voicemail, text or message on other communications platforms when contacting the director. Employees must continue to call the administration until they answer to ensure they are aware of the absence.

If you are absent without notifying the school for two consecutive shifts, you will have been considered terminated from Ready Set Grow Learning Academy.

## **ABSENCE**

If any employee is not at the school at their scheduled starting time, the employee is considered late.

If an employee must leave the school during work hours, you must first obtain permission from the Director for clearance.

## **TARDINESS**

If an employee is late to work 3 times in one month, the employee will receive a write up. No prior verbal warning will be given. After the 4<sup>th</sup> tardy, the teacher will receive a final write up

and a 30-day probation period. Any more than 4 tardies in one school year, the employee is subject to termination from Ready Set Grow Learning Academy. Any clock in after 4 minutes of your scheduled shift is considered late. Employees must not clock in more than 4 minutes before their shift starts.

### **EXCUSED ABSENCE**

We understand that situations may arise where an employee is unable to come to work. The following is a list of excused absences.

- Medical leave
- Personal leave
- Maternity leave
- Vacation time off
- Court Subpoena
- Jury Duty
- Approved time off, requested 2 weeks prior

Additional excused absence and emergency situations may be excused at the discretion of the owner or director.

### **SCREENS AND MEDIA**

It is the policy of Ready Set Grow Learning Academy to limit screen time to less than 1 hour per day. Screentime should be limited to arrival and departure times. There may be instances where screentime will be allowed during the schools' instructional time to support lessons or activities. These instance must be approved by the Director. The Director should also approve any request for a special movie day for each class.

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center

### **SPECIAL EVENTS**

Ready Set Grow Learning Academy hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email, 3 weeks prior to the event. Please note, alcohol and smoking are prohibited. It is important that every member of our team show up for school sponsored events. Your participation in these events bring a feeling of connectiveness and collaboration at our school!

## **INJURY OBSERVATION REPORT**

Employees conduct health screenings of students upon entering the school. During the health screening, if a mark, bruise, scratch or any other injury indicator is observed, a “Injury Observation Form” is completed. The observation form will be reviewed and signed by the director, the witnessing teacher and then signed by the parent at pickup. Completed reports will be filed in the student’s personnel file.

## **PLANNING ACTIVITIES**

The lead teacher of the classroom must have the lesson plan complete and organized and handed into administration the Thursday prior to the week of the study. Staff members are responsible for carrying out the lesson plan and working the learning in well with the daily schedule of activities.

## **PARENT COMMUNICATION**

Parent teacher communication starts from the moment the child enters the doors of the school. Parent’s impressions are formed right away, so it is important to understand how important your verbal and nonverbal communication habits means to parents. Parent teacher communication is critical to providing the best care for their children. When communicating with parents please be mindful of the words and tone that you use.

