



Employee Handbook

COVID-19 Edition

August 1, 2020

KIDazzle Child Care, Inc.

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Parents & Staff,

Welcome to KIDazzle Child Care, Inc. This section of the Parent Handbook and Employee Handbook have been modified to provide a clear understanding of how KIDazzle is working to minimize the spread of COVID19 in our centers. In all of the states in which we operate (Georgia, Florida and Tennessee) have COVID-19 cases that are fairly high. We are committed to following the CDC guidelines which include wearing face coverings for all persons over the age of two. In addition staff are routinely tested for COVID-19 each week in all locations that have testing available. Attached are documents that detail the procedures that we hope will prevent the spread of this virus. Please know that in the event that we have an exposure to the virus, a suspected case of the virus or a confirmed case we are committed to complete transparency. We ask the same commitment from you. It is the only way that we can be safe.

Documents:

- Parent & Employee Handbook Addendum**
- Terms and Conditions**
- KIDazzle COVID Pandemic Plan 2020**

If you have any questions please feel free to give me a call.

**Michele Hill
(404) 213-4426**



COVID-19 Parent & Staff Handbook Addendum

KIDazzle is asking all parents and staff to exercise personal responsibility to help reduce the spread of COVID19. This corona virus is highly contagious and spreads easily through close person to person contact. Additionally, many people are asymptomatic, which means they have no symptoms. Even though these individuals have no symptoms they can spread the virus.

We ask that you follow these CDC guidelines as you make decisions in your personal life:

1. Wear a mask. A mask or face covering should be worn anytime you are not able to socially distance. Anytime you are with someone that lives outside your house you should have on a face covering.
2. Social Distance. Stay six feet apart from others. Please be cautious of attending social gatherings that don't allow for social distancing. Birthday parties, graduation parties, play dates, and holiday BBQs have all been the culprits of several outbreaks. Be safe, not sorry!!
3. Wash Hands. Wash your hands with soap and warm water for at least 20 seconds. Dry with a paper towel. It has been shown that if you wash your hands 10 times a day you reduce your chances of contracting the virus by 50%.
4. Sick? Stay Home. If you or someone in your household is sick please stay at home. Monitor symptoms and seek testing and/or medical attention. In prior instances we would allow children to attend with a cold, cough or runny nose. Unfortunately these are all COVID symptoms and we must error on the side of caution. Anyone with these symptoms will not be allowed to attend.

School Procedures:

1. Only authorized persons will be allowed in the center (Staff, children, essential delivery personnel).
2. All persons entering the building must complete a Bullmight questionnaire daily and submit to a temperature and wellness check.
3. All staff must wear a mask throughout the day.
4. All authorized visitors must wear a mask during the time they are in the center.
5. All children ages two and up are required to wear a mask. No child will be forced to wear a mask but we strongly stress the importance of a face covering. KIDazzle provides masks for all children. We want to encourage parents to work with their children at home on wearing a mask. When they see their parents in a mask they will comply much easier.

6. Every effort will be made to eliminate the co-mingling of children and staff. Classrooms will not be combined and teachers will be assigned to only one group of children.
7. Staff and children entering the building will receive hand sanitizer upon entry and then should wash their hands with soap and water when they arrive in the classroom.
8. Any person with a temperature that exceeds 100 degrees F or displays any signs of illness will not be allowed to enter the facility.
9. Anytime during the day if anyone has a temperature over 100 degrees F or shows signs of illness will be quarantined and sent home immediately.

What To Do If YOU (or someone on your household).....

1. Become exposed to someone with COVID19 –
 - Immediately quarantine for 10 days
 - Arrange to have a COVID test done.
 - **Notify the child care center**
2. Have symptoms of COVID19-
 - Immediately quarantine for 10 days
 - Arrange to have a COVID test done
 - Seek medical attention
 - **Notify the child care center**
3. Have a confirmed case of COVID19-
 - Immediately isolate yourself from everyone, even members of your household until you have two negative tests
 - Seek medical attention
 - Identify person you may have been in contact with and let them know
 - **Notify the child care center**

What Does the Center DO if.....

1. Someone in the center is exposed to COVID19
 - Person exposed advised to quarantine
 - **Parents are notified**
 - Federal agency notified
 - Classroom receives an enhanced cleaning
2. Someone in the center has Symptoms of COVID19
 - Person with symptoms advised to quarantine
 - **Parents are notified**
 - Federal agency notified

- Classroom closure for two days (all classrooms that may be affected)
- Classroom receives an enhanced cleaning

3. There is a confirmed case of COVID19

- Person with confirmed case advised to isolate
- Identify all persons that were in contact and advise them of exposure
- **Parents are notified**
- Federal agency notified
- Notify Licensing Agency
- Classroom closure as identified by the Department of Public Health
- Center receives an enhanced cleaning

Health Questionnaire/BULLMIGHT

KIDazzle Child Care, Inc.

A health questionnaire must be completed on each person that enters the center (staff or children. In addition to the health questionnaire, all persons must submit to a temperature check and agree to the terms and conditions listed below. The daily questionnaire, temperature check and agreement to T&C's are all contained in the app BULLMIGHT. No entry will be allowed without this process being completed daily. Please read the Terms and conditions below.

BULLMIGHT App Terms and Conditions

KIDazzle Child Care's services have been modified to meet the CDC and applicable state guidelines that are required in this COVID19 environment. In an effort to enhance the health and safety of staff, families and children by reducing the spread the following will be standard operating procedures:

- Staff will be routinely tested for COVID 19
- No parents or outside visitors will be allowed in the building
- All staff will be masked and have access to a face shield when needed
- All children 2 and up will be offered a mask. We will work diligently to have their faces covered while inside the center, however, they will not be forced to comply
- Temperatures will be checked for staff and children upon arrival and throughout the day. Anyone with a temperature of 100 degrees F will be excluded from attendance.
- Health questionnaire will be required daily by parents and staff
- Increased hand hygiene
- Increased cleaning, sanitizing and disinfecting of surfaces, toys and materials

An inherent risk of exposure to COVID19 exists in any public place where people are present. COVID19 is an extremely contagious disease that can lead to serious illness and death. Seniors and persons with underlying health conditions are more at risk, however, the virus has claimed lives in all age groups.

By continued enrollment and employment you voluntarily assume all risks related to exposure to COVID19.

Please help keep each other healthy!!



KIDazzle Child Care, Inc.

COVID 19 Pandemic Plan

May 2020

General Preparedness and Planning

This pandemic plan is a working document that will be modified as new information comes forth. The plan is based on CDC guidelines and best practice guidelines from licensing agencies in Georgia, Tennessee and Florida.

Prevent the Spread

1. Adequate supplies

An adequate supply of all essential items must be maintained at each center. Supplies should be able to cover usage for two weeks. Supplies that are difficult to obtain may require additional stock. These supplies should include but not limited to:

- Bleach
- Soap
- Paper Towels
- Spray Bottles (four per class)
- Hand sanitizer
- Face shields
- Face Masks (children and adults)
- Gloves
- Smocks

2. Hand Washing

Hands should be washed many, many times during the day. Hand washing should occur at a minimum during the following times:

- Immediately upon entering any classroom
- Before and After diaper changing
- Before and After preparing food and drinks
- Before and after eating, handling food or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or assisting a child using the toilet

- After coming in contact with bodily fluids (wiping nose, drying tears etc,)
- After handling animals or cleaning animal waste
- After playing outdoors
- Before and after playing in sand
- After handling garbage
- Wash hands with soap and warm water for twenty seconds. Dry with a paper towel and turn off faucet with the paper towel.
- Hand sanitizer should be available whenever there is not running water. Hand sanitizer must be supervised by adults at all times. Hand sanitizer must have 60% alcohol content.
- Assist children with hand washing. All ages must wash hands. The only exception is an infant that does not yet have head control. These young infants hands should be wiped.
- After assisting children with hand washing, the adult should wash their hands.
- Posters illustrating proper hand hygiene should be displayed near all sinks.

3. Food Preparation and Meal Service

During meal service children should be spread out as much as possible. It is the goal to have no more than two children at a table.

- All meals will be served in the classroom
- All plates will be prepared by teachers
- All family style dining is suspended during the duration of this pandemic.
- Only disposable plates and serving utensils will be used.
- Hands washed before and after meal service.
- Caregivers MUST ensure children wash their hands before and immediately after eating
- Caregivers must wash hands before and after assisting children with eating or bottle feeding
- Caregivers must change their smocks after bottle feedings or any time bodily fluids are on smock.
- Tables and feeding chairs (table top) must be disinfected and cleaned before and after meal service
- Sinks used for food prep should not be used for any other purpose

4. Cleaning and Disinfecting

Keeping objects and surfaces in the center and the classroom setting as clean and free of pathogens as possible requires a combination of frequent cleaning and when necessary sanitizing and disinfecting. Please follow the national standards for cleaning, sanitizing and disinfecting for child care centers as outlined in *Caring for Our Children*.

- Bleach solution should be made daily and discarded at the end of the day. The solution must be ¼ cup of bleach to one gallon of water. Bleach solution spray bottle must be dated and available in each class.
- Soapy solution in spray bottles available in each class.

- All surfaces and objects that are frequently touched should be routinely cleaned, sanitized and disinfected. These objects should include but not be limited to:
 - Toys and games
 - Tables and chairs
 - Diapering table
 - Doorknobs
 - Light switches
 - Classroom sink handles
 - Countertops
 - Cots
 - Cubbies playground structure
 - Outside toys and tricycles
- All bedding must be washed daily
- Use all cleaning products as directed on the label
- Keep all cleaning, disinfecting products secure and out of the reach of children
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5. Personal Protective Equipment

Personal Protective Equipment must be used any time it is not possible to maintain 6 feet of separation. Since it is virtually impossible to socially distance children in a child care setting that will mean the vast majority of the time.

- Masks – All staff will be masked at all times. Children that are 2 years and up will have masks available to them. Children will be encouraged to wear their mask inside. Masks will not be worn when outside or during meals and naps.
- Face Shields – when interacting with children that are not masked face shields will be worn by staff. Face shields will be worn during screenings in the morning and departure in the evening.
- Smocks – a covering over personal clothes will be worn. The covering will be changed whenever soiled.

6. Screenings

All staff and children will be screened when entering the building the following procedure will be adhered to each day:

- Staff and parents must complete an electronic questionnaire each morning attesting to their health or the health of their children.
- Parents and staff must attest each day to the following:
 - No fever within the last 24 hours
 - No cough
 - No difficulty breathing, shortness of breath
 - No rash
 - Has the child or family been exposed to anyone with COVID 19
- A staff member will greet the staff/ child outside and take their temperature. The temperature will be recorded on the electronic questionnaire.

- A visual inspection of the child for signs of illness which could include flushed cheeks, rapid or difficulty breathing, fatigue or extreme fussiness.

7. Routine Testing

All staff must be tested prior to returning to work. The test result should be emailed to the director and a hardcopy file maintained. Each week staff **MUST** be tested and records maintained.

8. If you are Sick, stay at home

If children or staff are sick they should remain at home. Any cold or flu like symptoms will mean that the child will be isolated and sent home.

Please stay home if:

- Persistent Cough
- Fever
- Rash
- Runny nose
- Fussiness
- Diarrhea

If someone becomes sick:

- Staff or child will be isolated until they are picked up or able to leave
- Be prepared to disinfect the building per CDC guidance if someone becomes ill
- If a child has become ill disinfect all surfaces in isolation area after child/staff has gone home
- If COVID19 is confirmed in a child or staff:
 - close off area used by sick person
 - open outside windows and doors to increase air circulation
 - wait 24 hours or longer before cleaning and disinfecting to allow respiratory droplets to settle
 - clean and disinfect all areas used by the person who is sick including restrooms, offices, bathrooms and common area
 - if more than seven (7) have passed since the sick person visited or used the facility, additional cleaning and disinfecting is not necessary

Washing, Feeding or Holding a Child

It is important to comfort crying, sad and or anxious infants and toddlers. They often need to be held. To the greatest extent possible when washing, feeding or holding very young children: child care providers can protect themselves by:

- wearing a covering over their clothes
- wearing long hair off the collar in a ponytail or other updo
- wash hands, neck and anywhere touched by child's secretions

- Children's clothes must be changed if any secretions are present
- Contaminated clothes should be placed in a plastic bag and sent home
- All children and providers should have multiple changes of clothes on site at all times
- Child care workers should wash their hands before handling infants bottles.
- All bottles, caps, nipples should be washed thoroughly or sent home for cleaning

Social Distancing

Parents, Visitors or Guests:

- Parents, visitors or guests will not be allowed in the center. The teachers and staff will be available for conferences via telephone, video conferencing or outside with all participants agreeing to being masked.
- Delivery personnel, federal contractors and federal employees that have business to conduct in the center will be allowed entrance after temperature has been taken. All entering the facility must have on a mask. These individuals will not have access to classrooms when children are present.

Classroom Assignments

- Children assigned to a group/classroom will remain with this group for the entire day. Children will not be combined with any other group at any time. During outside time only one group will be permitted outside at any given time.
- Teachers assigned to a group should remain with that group. Teachers will not be allowed to enter any other classroom without permission from the director.
- Staff entering the room for any reason should not interact with any children (example: meal service)
- Teachers should plan to break each other

Classroom Schedule

- Classroom schedule should be modified to increase outside time to 1 hour in the morning and 1 hour in the afternoon. If the playground schedule allows such activities as circle time and music and movement could occur outside.
- Circle time should be modified to include children at tables instead of bunched on a carpet
- During center time centers should have a maximum number of children

Field Trips

- Field Trips should be evaluated prior to scheduling to ensure social distancing, hand hygiene availability etc.
- Authorization must be received from the Management Team prior to booking any trip either inside the center or off site.

Food Preparation and Meal Service

- All meals will be served in the classroom or outside at picnic tables
- Sinks used for diaper changing should not be used
- No family style dining
- All meals must be prepared by the caregiver
- All children must wash hands before eating
- Caregivers should wash hands before preparing food and helping children to eat.
- All tables must be disinfected and sanitized prior to meal service
- Disposable items should be used as much as possible.

KIDazzle Child Care, Inc.

Dear Employee,

WELCOME to KIDazzle Child Care, Inc where it is our goal to create a safe learning environment, supportive of every child's individual needs. Each class provides age appropriate developmental and educational materials designed to stimulate the natural curiosity in children.

KIDazzle Child Care Centers are:

- Nationally accredited by NAEYC (National Association for the Education of Young Children)
- Privately owned and operated
- Licensed by the state of Georgia
- State approved for the Georgia lottery funded Pre-K program
- Approved Prek program offered by Shelby County Tennessee
- Approved VPK by the Early Learning Coalition, Miami-Dade County, Florida
- Partners with the Metro Atlanta Y to provide the federally funded Head Start Program

Services Include:

- Low Child: Staff Ratios
- State approved Educational Curriculum
- Secured entrances to all buildings
- Abundance of age appropriate educational supplies and materials
- Before school (Pre-K only) and after school programs
- Transportation from local elementary schools in the area

KIDazzle operates multiple locations, providing childcare services to over 500 children with approximately 100 employees.

You were chosen because we believe in you; we believe that you will work hard to provide the children and families we serve with the best program available. Welcome aboard!!

The Management & Staff
KIDazzle Child Care

KIDazzle Child Care, Inc.

Mission Statement

“Is it Good for the Children?” It is the mission of *KIDazzle* Child Care, Inc. to **ALWAYS** answer that question with an unequivocal **YES!**

Background

KIDazzle Child Care is an independent, dynamic, childcare provider, dedicated to pursuing excellence by promoting quality through developmental and age appropriate childcare programs. Recognized for its entrepreneurial spirit, innovation, professionalism and in-depth knowledge of children’s needs, we strive to deliver the highest level of performance and quality in the following areas:

Leadership

We will achieve even greater visibility and a higher level of recognition as a leader in the child care industry and the business community, We will strive to provide vision and direction in our industry and promote sound ethical business practices.

Service

We will listen actively to the needs and requests of our customers, our clients and the community. We will respond to requests quickly and efficiently, recognizing that our primary purpose is to provide top-notch service and a superior learning experience for the children that we service.

Quality

We will pursue quality in everything that we do and always strive to set new standards for the company. Only the highest quality products, programming, facilities and staff will take the company forward.

Employees

We will develop and train our employees at every level of the company to stimulate and deliver peak performances on the job. Our company will reach its goal only when our employees; working as a team, reach theirs.

Community Involvement

We will actively work with the community to understand their specific needs and develop programs that benefit the children that we service. We will continue to form alliances with community agencies that promote family values and have an interest in helping families

EMPLOYMENT POLICIES

The Center Director/Personnel will be responsible for the daily administration, control and maintenance of the personnel function of KIDazzle Child Care, Inc. They will also be responsible for the ongoing maintenance and updating of the staff handbook to ensure the appropriateness and uniform application of personnel policies and regulations.

All material contained in the Handbook is presented merely for the information of the employee. The information contained herein is not intended to form any agreement between KIDazzle Child Care, Inc. and any employee. All information contained in this Handbook is subject to change without notice by the ownership of KIDazzle Child Care, Inc.

Equal Employment Opportunity and Affirmative Action Statement

KIDazzle is an equal opportunity/affirmative action employer. KIDazzle provides equal employment opportunities to all staff and applicants without regard to race, color, religion, age, national origin, marital status, physical handicap, military or status as a Vietnam veteran in compliance with applicable federal and state laws that pertain to nondiscrimination. Such action shall include, but is not limited to, employment, promotion, demotion, recruitment, recruitment advertising, lay-off, separation, rates of pay, other forms of compensation and selection for training programs.

Implementation of the Affirmative Action Policy

Benjamin and Michele Hill, owners of KIDazzle Child Care, Inc., have overall responsibility for KIDazzle and provide support to and oversight for the Affirmative Action Policy. The Center Director/Personnel is responsible for the coordination and implementation of the policy.

Sexual Harassment Policy

Sexual harassment and discrimination on the basis of gender will not be condoned. As a matter of practice and policy, KIDazzle is committed to maintaining an educational and working environment free of conduct that degrades or subjugates employees or students. This policy applies to administrative and support staff as well as students, and is in keeping with the spirit and intent of Federal Guidelines (Title VII of the Civil Rights Act of 1964) on discrimination because of gender.

It is the policy of KIDazzle Child Care, Inc. to provide each student and staff member with an environment free from harassment.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that interferes with performance by creating a hostile, offensive, or intimidating work environment, or is an expressed or implied condition of employment. Such behavior will be subject to disciplinary actions up to and including dismissal.

Regulations

- A. Any complaints relating to this type of misconduct should be reported to the Center Director immediately. Complaints will be treated confidentially and promptly, and will be carefully investigated.
- B. It is a violation of company policy for any staff member to retaliate against an individual who brings forth a complaint of sexual harassment.

Responsibilities

- A. The Center Director/Personnel is responsible for the implementation of KIDazzle sexual harassment policy and the coordination of the grievance process.
- B. Each Center Director is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise and for dissemination and implementation of this policy within his/her area responsibility. These individuals are also responsible for referring reported incidents of sexual harassment to the Center Director/Personnel.
- C. It is the responsibility of all staff members to discourage sexual harassment, report such incidents, and cooperate in any investigation, which might result.

Procedure for Complaint

- A. Any employee who feels that he or she has been the victim of sexual harassment should contact their Center Director within fifteen (15) working days of the incident. This report can be either oral or written, but a written and signed statement of the complaint must be submitted by the complaining employee within three (3) working days of the initial report before an investigation can proceed.
- B. Upon receipt of the written complaint the Center Director/Personnel will contact the person who allegedly initiated the sexual harassment. The person will be informed of the basis of the complaint and have the opportunity to respond to the complaint in writing within seven (7) working days.
- C. Upon receipt of the written response, the Center Director/Personnel, after conducting a thorough investigation, will submit in writing a confidential summary of the complaint, the response, the facts of the investigation and a determination of whether sexual harassment has occurred to the Executive Director and/or the owners. All parties will be notified in writing of the Center Director/Personnel's decision.
- D. If it is determined that sexual harassment has occurred, disciplinary action, up to and including termination, will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.
- E. An employee's failure to report the occurrence of sexual harassment within fifteen (15) working days may be deemed as a waiver of any action by KIDazzle. Failure to file a written report within three (3) working days of the verbal report will be considered a withdrawal of that report. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint with seven (7) working days of notification, the appropriate disciplinary actions will be taken.

A lawyer in the complaint- resolution process may not represent employees.

Employment of Relatives

KIDazzle permits relatives to be employed at KIDazzle under certain conditions. Relatives are defined as husband, wife, mother, father, child, sister, brother, aunt, uncles cousins or an in-law relationship. KIDazzle forbids employees to be in a direct supervisory relationship.

Employees that become related during employment must notify their center manager immediately. Employees will have two weeks to conform to these policies. Failure to notify KIDazzle may result in termination.

Childcare for Employees

KIDazzle permits children of employees to be enrolled at KIDazzle Child Care, Inc. KIDazzle believes it is in the best interest of the child and the employee to be located at different sites, whenever possible.

KIDazzle offers no discount for employee's children. Employees must pay all applicable rates.

Orientation

All staff members will participate in an orientation conducted by the Center Director/Personnel. During this orientation each member will receive important information to acquaint them with their jobs and KIDazzle. All necessary paperwork will be completed at this time, which will include payroll processing data, appropriate federal and state tax forms and medical benefit plan enrollment. Each employee will be required to present KIDazzle with information establishing identity and eligibility to work in the United States in accordance with applicable law.

Employees should use this orientation to familiarize themselves with KIDazzle and all policies and benefits. Employees are encouraged to ask questions so they will understand all guidelines that affect and govern their employment relationship.

Probationary Period

All newly hired staff will be required to satisfactorily complete a ninety (90) day probationary period. During this period, the supervisor will be allowed an opportunity to determine if the employee demonstrates satisfactory temperament, knowledge and skills to perform the work requirements and expectations of the position. The employee is also given an opportunity to adapt to the work requirements and KIDazzle Child Care, Inc.

- At the end of the first ninety (90) calendar days of employment, his/her supervisor will evaluate the employee's performance in order to determine whether the employee will continue his/her employment with KIDazzle.
- The Center Director may extend the probationary period in writing. Extensions to the standard probationary period may not exceed sixty (60) calendar days.
- At the end of the extended probationary period, the Center Director must complete another performance evaluation with the appropriate recommendation regarding the employee's continued employment. All documentation, including performance evaluations, will be included in the employee's personnel file.

After successfully completing the probationary period the staff member will become a regular full or part time employee of KIDazzle.

- Probationary employees may be separated from KIDazzle without cause.
- Probationary employees have no recourse through the grievance procedure.
- An employee in probationary status may resign at any time by submitting a written notice to the Center Director.
- Regular, full-time employees who are promoted, or transferred, or whose jobs are reclassified are not re-categorized to probationary employee status; however, the transferred, promoted or reclassified employee must satisfactorily complete a 90-150 day evaluation period and its accompanying performance evaluation in the new job.

Job Announcements

KIDazzle Child Care, Inc. believes in promoting staff from within for those positions in which they are interested and qualify. KIDazzle has established a job posting program to give all staff an opportunity to apply for these positions. Vacancies are normally posted on designated bulletin boards at all locations. Postings generally include the title, salary range, minimum hiring specifications, and the closing date for filing applications. Positions are posted for at least five working days.

Recruitment & Hiring

It is the policy of KIDazzle Child Care, Inc. to hire individuals who are qualified for employment as determined by our standards of physical fitness, education, experience, aptitude and character. All decisions regarding the recruitment, selection, and placement of employees are made solely on the basis of job-related criteria.

1. In order to recruit the type of personnel who can relate to and serve as models for children, consideration is given to applicants with and without extensive academic training.
2. Experience and other attributes are weighed in making the final selection. All hiring, however, must comply with the respective job criteria specified on the position description.
 - a. The Selection Committee will interview qualified candidates. The Center Director/Personnel will notify candidates of the date and time scheduled for job interviews.
 - b. All recommended applicants for the Executive Director and approved/disapproved upon approval, the applicants will review hire are processed for hire.
 - c. After the decision has been made to hire the applicant, a medical examination and background investigation are required to determine the applicant's physical abilities to perform the job.
 - d. If the medical examination or background investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with KIDazzle, the applicant shall be refused employment, or if already employed, shall be terminated.
 - e. Training of the new employee is the responsibility of his or her supervisor.

DHR Basic Staffing Rules:

- All employees must be at least 18 years of age and have a high school diploma
- No staff member is allowed in the Center who knowingly has, or presents symptoms of a fever or diarrhea or any other communicable disease.
- No person is allowed to smoke on the premises
- No staff member is allowed in the Center, at any time, under the influence of or consuming alcohol, illegal drugs or any other controlled substance
- No staff member assigned to diaper changing duties is allowed to prepare food during that same timeframe.
- No staff member is allowed to perform childcare duties for more than 12 hours in a 24 hour period.
- All staff must pass and remain in good standing with a Criminal Records Check.
- All Staff must completed CPR and First Aid or will obtain it within the first thirty days of employment or when the next class is offered at KIDazzle..
- All staff must complete a minimum of 10 hours of training per OSR/DHR.

Reference Checks

It is the policy of KIDazzle Child Care, Inc. to conduct thorough reference checks on all of potential KIDazzle employees.

1. Previous employers of all new employees will be contacted for verification of employment.
2. Employees are required to provide the names of three (3) professional references that either submit written letters or telephone references.
3. Employees are required to submit official transcripts of their highest grade completed and other certified training required in the job, which is placed in the individual's personnel file.
4. All employees are required to have a satisfactory criminal records check prior to employment.

Promotion/Position Changes

Promotions are based on individual merit and involve the shift of an employee from one level to another one, the latter usually requiring the assignment of a broader range of duties or requiring a higher skill level. Staff members are encouraged to seek higher positions for which they qualify.

In order to be eligible to apply for a posted position, an employee must meet the minimum hiring specifications for the position, be in good standing in terms of his or her overall work record, and generally has been in his/her current position for a minimum of six months. Supervisors may recommend employees for posted positions.

All staff members are responsible for monitoring job vacancy notices and for completing and filing an application form with the Center Director/Personnel during the posting period for a specific opening.

Training

Basic training is requirement of continued employment with KIDazzle. All employees must complete Infant & Child CPR and First Aid within thirty (30) days of hiring. During the first one hundred-eighty (30) days of employment all employees must complete or provide documentation that they have already completed the following 10 hours of DHR approved courses:

Health, Safety, Child Abuse, Injury Control and Disease Control

Prior to the employees first anniversary all employees must show evidence of completing 15 additional clock hours of approved training. During subsequent years of employment, all staff must complete 40 clock hours of training, of which 25 hours must be state approved.

Failure to meet these training guidelines will result in suspension of employment until the requirement is fulfilled. If not fulfilled within 30 days this violation will result in termination.

Transfers

Transfers often occur to better utilize an employee's skill and ability, to offer a more congenial work environment, to meet specific needs of KIDazzle or to assist the employee in meeting his/her career goals. A transfer is the shift of an employee from one location to another or to a position with comparable skills at the same salary. Staff

interested in applying for a transfer are not required to secure the approval of their immediate supervisor.

A supervisor may recommend the transfer of an employee from his or her work location. The recommendation, however, shall be discussed with the Center Director/Personnel prior to act on being taken.

When an employee transfers from one position to another, his or her accumulated leave, and service record will be transferred. However, the use of scheduling of accumulated leave is subject to the approval of the new supervisor.

All transfers are subject to the probationary policy as outlined in this Handbook.

Demotions

A demotion is the change in an employee's status from one level of a position to a position having lesser responsibility and/or a lower starting salary. A supervisor may recommend that an employee be demoted if he or she renders unsatisfactory service or if the employee voluntarily requests a demotion.

The employee must receive in writing the reasons for the demotion. Prior to the effective date of action, he/she must be granted reasonable opportunity (not less than five working days) to appeal to the next highest level of authority. Demotions will occur only if there is a position available for which the employee is qualified.

Reduction in Force

It is the policy of KIDazzle Child Care to make offers of employment and promotion in good faith and to stabilize employment so that employees may be provided with regular and continuous work. However, recognizing that reductions in force cannot always be avoided since they are usually made necessary by external factors beyond management's control, it is the intent of KIDazzle to administer such reductions in a manner that is fair, equitable and without discrimination because of race, color, religion, sex, age, or national origin.

1. In the event that a reduction in the work force becomes necessary management will attempt to carry out the necessary reductions in an equitable manner, using objective policies and procedures to safeguard the rights of employees.

It is management's responsibility to identify the individuals that will be affected by a reduction in force.

2. The primary considerations for retention of individuals affected by a reduction in force shall be performance and length of service. Job seniority

shall be the primary determinant only if the performance of the affected employees is relatively equal.

3. When a general reduction is necessary, the Executive Director and the Center Directors shall review the complete records of those affected and determine who is to be displaced considering the following factors:
 - a. The specific work, which must be continued by the program;
 - b. The flexibility of employees as determined by the transferability of their skills, training, knowledge, and experience to essential work;
 - c. The quality of performance of the individual as documented by formal performance appraisals and their overall work records;
 - d. Seniority, if work record and performance evaluations are equal.
4. If there is no distinguishable difference in the performance of incumbent employees affected by modification and/or elimination of existing position, individuals in the adversely affected group shall be selected for reduction in the following order:
 - a. Temporary employees;
 - b. Employees who have not completed the probationary period;
 - c. Part-time employees;
 - d. Regular, full-time employees with the least seniority.
5. Supervisors shall give notice to affected employees at least two weeks before the effective date of reduction.

Termination of Employment

KIDazzle Child Care, Inc. has established certain conditions under which employees may be removed from the company's payroll. KIDazzle has developed standard procedures to be followed when it becomes necessary to terminate employees.

It is the policy of KIDazzle to terminate employment because of an employee's resignation, discharge for cause or as a result of permanent reduction in the work force. Discharge can result from employee misconduct or unsatisfactory job performance.

In the absence of a specific policy or written agreement to the contrary, employees are free to resign at any time and KIDazzle reserves the right to terminate employment for any business reason. All recommended the Executive Director must approve involuntary termination of KIDazzle employees.

1. All employees are expected to give written notice of their intent to resign.

- a. All employees are expected to give two weeks written notice;
 - b. Failure to give the required notice may result in forfeiture of company paid benefits and ineligibility for re-employment.
2. Employees who resign because of a permanent reduction in the work force will receive accrued annual leave pay up to the date of the reduction.
3. Any employee who is absent from work without prior approval or without having notified the immediate supervisor of his or her absence or the reason for it will be considered as having resigned after the third consecutive day of absence.

Personnel Files

Each employee's personnel file will contain only such information as is needed by KIDazzle in conducting its business or is required by federal, state or local law. The information normally will include:

- a. Notice of employment
- b. Application/Resume
- c. Orientation
- d. Performance/Probationary Reviews
- e. Change of Status (e.g., promotions, transfers, demotion, salary adjustments, termination, leave of absence, and change in the employee's address, marital status, number of dependents, etc.)
- f. Disciplinary Notices
- g. Commendatory Letters
- h. Verification of Education
- i. Any training certificates and/or degrees received since employment
- j. I-9, W2, G4
- k. Criminal Records Check

The information contained in each personnel file will be obtained directly from the employee to the greatest extent possible. When information must be obtained from an outside source, the employee will be informed of the identity of the source and the reason the company is obtaining the information.

Each employee is allowed to inspect his or her personnel record. A request to do so should be directed to the immediate supervisor who will schedule a date and time for inspection that is convenient for both the employee and the supervisor.

Safety

The promotion of safety and prevention of accidents is important to KIDazzle. It is the responsibility of the Center Directors and each individual to be safety-conscious and to follow safety and security practices in order to minimize the possibility of theft or personal injury. Employees are required to report to the Center Director unsafe working conditions and to wear the appropriate clothes or equipment for tasks that require safety precautions.

Disciplinary action will be taken against any employee who knowingly or unknowingly violates safety regulations that pose a threat to himself or herself, or another KIDazzle staff member.

All observed safety and health violations and any accidents resulting in injuries to employees or clients shall be reported immediately to the Center Director. **In the case of an accident, a written report is to be submitted within 24 hours following the accident.**

Physical Examination

It is the policy of KIDazzle Child Care and Learning Center to require a physical examination for its employees annually or every three years in order to continue employment with the company. The objectives of KIDazzle is to hire and retain people in good health so that satisfactory work performance may be maintained, to help new employees recognize disabilities so that early correction may be obtained, and to help employees start an effective health program on their own.

1. The Center Director/Personnel shall administer this program.
2. Federal and state laws, where applicable, take precedence over program policies. Where federal and state laws are not prohibitive, it is KIDazzle policy that every individual shall, as a condition of new and/or continued employment, pass an annual physical examination.

Political Activity

An employee engaging in any partisan political activity, meaning the election of a person to a public office, may not use KIDazzle's name, stationery, telephone, office, postal privilege, nor anything directly under KIDazzle's auspices that will portray the company in a partisan political position. Any employee who violates this policy is subject to disciplinary action up to dismissal.

The intention of this policy is to assure KIDazzle's neutrality in partisan political issues and to encourage good citizenship by supporting the right of all persons to engage in the furtherance of democratic government

COMPENSATION POLICIES

KIDazzle Child Care, Inc. adheres to and is covered by the provisions of the Fair Labor Standards Act with regard to the employment of staff. This act, in part, establishes a minimum hourly wage and requires that KIDazzle provide payment of overtime for nonexempt employees.

In accordance with the Act, KIDazzle also supports the provision that employees of one sex are not offered or paid wages at a rate lower than those offered or paid employees of the opposite sex for substantially equal work with comparable experience. The provision is specific to the job which requires equal staff, effort and responsibility when such work is performed under similar working conditions.

Classification of Employment

For purposes of salary administration and eligibility for overtime payments and employee benefits, KIDazzle staff is classified as follows:

Full-time Regular Staff - Staff hired to work KIDazzle's normal, full-time, forty hour work week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined.

Part-time Regular Staff - Staff hired to work fewer than twenty-five hours per week on a regular basis.

Substitute Staff - Staff engaged to work full-time or part-time on KIDazzle's payroll with the understanding that their employment will end upon completion of a specific assignment. (A temporary may be offered and may accept a new temporary position.) Such employees may be "exempt" or "nonexempt" as defined below.

Nonexempt Employees - Employees who are required to be paid overtime at the rate of time and one half (i.e. one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with the applicable federal wage and hour laws.

Exempt Employees - Employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a work week. Center Directors, professional staff and certain employees in administrative positions are typically exempt.

All staff members will be informed of employment classification and status as an exempt or nonexempt employee during the orientation session. If there is a change in position during employment as a result of a promotion, transfer, or otherwise, the Center Director will inform staff members of any change in exemption status.

Any questions regarding employment classification or exemption status should be directed to the Center Director.

Work Hours

It is the policy of KIDazzle Child Care to establish working hours as required by workload, client service needs and the efficient management of personnel resources -

1. The normal work week shall consist of forty (40) hours.
2. The normal work day shall consist of eight or ten hours of work. The schedule of hours for employees shall be determined by the center to which they are assigned. Employees shall be informed of their daily schedule of work hours, including breaks and of any changes deemed necessary by KIDazzle.
3. Employees may be required to work overtime whenever it is deemed necessary by their supervisor. Overtime shall be assigned by a supervisor to employees in the particular job for which overtime is required. **No employee shall be permitted to work overtime without the prior approval of the Center Director.** For the purposes of overtime compensation, only hours worked in excess of forty during a work week shall be considered for compensation.
4. Employees cannot be scheduled to work more than 12 hours in a twenty-four (24) hour period.

Lunch and Breaks

It is the policy of KIDazzle Child Care and Learning Center to provide breaks during the course of each workday.

1. In most cases, employees shall not be compensated during their lunch breaks. The Center Manager will schedule the duration and time of employee lunch breaks.
2. Whenever staff is present on a field trip and lunch is served as a part of the trip, it will be assumed that those staff persons have taken their lunch breaks. Whenever possible every attempt will be made to give a short break when we return to the center but this is not always possible.
3. The time for breaks should be taken in a designated non-work area if employees do not leave the building. **AT NO TIME SHOULD FOOD BE EATEN IN THE CLASSROOM!** Also, employees should not visit fellow employees in other work areas during lunch breaks.

Recording Work Hours

All employees are required to sign in end out on the computer system provided. Employees shall sign in at the beginning of their work shift and then sign out at lunch. They should sign back in after lunch and then sign out at the end of their shift.

Employees that fail to sign in/out correctly will be docked an hour for each offense. This policy is being implemented to alleviate employees that come late and fail to sign in so that there will be no record of their tardiness. Please be aware that failure to report time correctly is considered theft of company assets.

Procedures for signing in/out on system:

- Each employee shall be assigned a personal code to be used when signing in/out. This code should not be used by any other employee.
- Employees should receive their time sheets by noon on Monday for the previous week. All corrections to the time sheet should be made. The time sheet should then be signed and turned in to the Administrator.
- Any changes in hours worked on a time sheet will be discussed with the employee prior to submittal for payroll processing. The employee and the supervisor must initial any changes.
- Unapproved absences shall not be considered as hours worked for pay purposes. The supervisor shall inform the employee if he/she will not be paid for certain hours of absence.

Regular Pay Periods

All KIDazzle staff is paid by check on a bi-weekly basis (every two weeks). The scheduled payday is **Monday**, however, upon management discretion paychecks may be available **at the end of the employees work shift on Friday**. In the event that a holiday falls on the scheduled payday checks will be available the next business day. All required deductions, such as federal, state and PICA taxes and all authorized voluntary deductions, such as health insurance contributions, would be withheld automatically from the paychecks.

Employees should review their paycheck for errors. If an error is found, it should be reported immediately to the Center Director.

In the event that a paycheck is lost or stolen, the Center Director should be notified immediately, and a stop- payment will be put on the check. The stop-payment fee will be the responsibility of the employee. KIDazzle is unable to take responsibility for lost or stolen paychecks. If KIDazzle is unable to stop payment on the check, the employee alone will be responsible for such loss.

Overtime Pay Procedures

An employee classified, as a nonexempt staff member will receive compensation for approved overtime work as follows:

1. He or she will be paid his/her regular hourly rate of pay for all hours worked between the thirty- fifth and fortieth hours in any given workweek.
2. He or she will be paid one and one-half times his/her regular- hourly rate of pay for all hours worked beyond the fortieth hour in any given work week.
3. No overtime will be paid for “riding the clock”. This is the process of signing in early and signing out late.

The supervisor will provide the employee with reasonable notice when the need for overtime work arises. Advance notice however, may not always be possible.

Garnishment of Pay

The manner in which an employee makes use of his or her personal wages is a private matter. However, the creditor of employees may by law seek legal assistance to recover Delinquent moneys owed them through the process of garnishment of wages. KIDazzle is obligated to adhere to this judicial process and to deduct the required amount from the employee's paycheck.

Personal Loans

KIDazzle will no longer provide personal loans to employees. Advances against an upcoming paycheck will be made in emergency situations. When an employee receives an advance the full amount of the funds will be deducted from their next paycheck.

Salary Reviews

Salaries will be reviewed on an annual basis according to the recommendations made by the Center Director, the Executive Director and the owners, Benjamin and Michele Hill. The supervisor makes recommendations for merit increases based on the overall job performance of the employee. All merit increases are contingent upon the annual budget and the availability of funding.

The total compensation at KIDazzle consists not only of the salary an employee is paid but also various benefits that are provided, such as group health and life insurance and total disability and retirement, as described in this Handbook.

Questions regarding the salary administration or an employee's salary should be directed to the individual's supervisor or the Center Director/Personnel.

Performance Reviews

To ensure that an employee performs his or her job to the best of their abilities, it is important that staff be recognized for good performance. It is also important that employees receive appropriate suggestions for improvement when necessary. Consistent with this goal, the employee's performance will be evaluated by the supervisor on an annual basis. The employee will receive periodic written evaluations of his/her performance. Written evaluations normally will occur at the end of the probationary period (first 90 days of employment), as well as on an annual basis (by December 15th of each year).

All written performance reviews will be based on an employee's overall performance in relation to his/her job responsibilities. It will also take into account his/her conduct, demeanor, and record of attendance and tardiness. Information derived from the annual performance appraisal will be used to determine the employee's eligibility for merit pay increases, as well as to identify the training needs of the employee.

Following completion by the supervisor, each the second line supervisor to assure objectivity and fairness shall revise written evaluation. After review of the written evaluation has been completed, the supervisor shall discuss the evaluation with the employee. The discussion should cover both the employee's accomplishments and shortcomings so that positive aspects of his or her job performance are reinforced and unsatisfactory performance are targeted for improvement.

At the time of the discussion with the supervisor, the employee shall be given the opportunity to examine the written evaluation, correct inaccuracies and make written comments concerning any aspect of the evaluation. The written evaluation shall then be placed in the employee's personnel file.

BENEFITS

Staff Benefit Program

KIDazzle has established a staff benefit program designed to assist employees and their eligible dependents in meeting financial obligations that can result from illness, disability and death.

This section of the Handbook is meant to highlight some features of the benefit programs. Group health and life insurance programs are described more fully in summary plan description booklets, which are provided when employees are eligible to participate in these programs. A complete description of the group health insurance programs is contained in KIDazzle master insurance contract with the insurance carrier, which is maintained in the corporate office. In the event of any contradiction between information appearing in this Handbook and/or SPD booklet, the information appearing in the master insurance contract shall govern in all cases.

In as much as insurance carriers do not always adjust their rate schedule changes to the contract year of KIDazzle, KIDazzle reserves the right to amend the provisions in respect to specific carriers or company fringe benefits during a contract year.

KIDazzle may establish at the start of any fiscal year a change in specific benefits for newly hired staff employees. Such changes shall apply only to new hires and to those with a break in service who are not approved for paid or unpaid leave of absence.

Group Medical Insurance

All full-time employees and their dependents are eligible to participate in KIDazzle group hospitalization, surgical, major medical and dental plans. KIDazzle group health insurance policy provides a comprehensive medical plan. Descriptions of the plan, enrollment cards and claim forms are available from the Center Director(s).

Coverage begins on the first day of the month following the completion of the ninety-day probationary period. KIDazzle pays for a portion of the single health insurance costs. Employees who wish to cover their dependents must pay the additional dependent premium costs. Evidence of insurability is required for anyone (employee or dependent)

who waits longer than thirty days after becoming eligible for life or health insurance benefits. Newborn dependents will be insured from their date of birth.

Dental and Vision Insurance

Dental and Vision plans are available as an option for staff/ KIDazzle does not contribute to these plans.

Worker's Compensation

The provisions of the Worker's Compensation Act cover staff members of KIDazzle. This insurance is designed to provide for the payment of medical expenses and partial salary continuation in the event of a work related injury or illness.

An employee who is injured on the job must immediately report such injury to the Center Director, whether or not medical treatment is required or refused. Failure to report the incident within ten (10) days may jeopardize the employee's claim for benefits.

Social Security

All eligible employees of KIDazzle are required to participate in the Social Security program. The requirements, benefits and privileges of Title III of the Social Security Act apply to all employees except those excluded by agreement with the Social Security Administration. Payroll deductions are made for the employee's share of the cost of the insurance, with KIDazzle paying a match share.

The Social Security program provides retirement, disability, and health benefits. However, employees are encouraged to consider securing additional retirement options to provide the fullest measure of security during their post-employment years.

Unemployment Compensation

KIDazzle employs are covered under the State Unemployment Compensation Law. The insurance program is designed to provide salary benefits and to assist eligible employees who are temporarily unemployed through no fault of their own, are able and available for work, and are unsuccessful in finding work. KIDazzle pays these premiums.

Leave Benefits

Leave time is important to provide the opportunity for rest, recreation and personal activities. KIDazzle Child Care grants leave to its regular full-time and part-time staff as indicated below

Leave

All full-time regular employees accrue Leave after six months of continuous service. Leave is accrued in the following manner:

6 months – 1 Year

1.54 hours for every 40 hours worked, up to 40 hours in a given week. This equates to 1 week of leave the first year.

After One Year

1.54 hours for every 40 hours worked, up to 40 hours in a given week. This equates to 2 weeks of leave per year.

Pay in Lieu of Accrued Leave

Staff members are required to take their accrued leave during the year. Leave time will accrue up to the maximum per year. If employee does not take their time no additional time will accrue.

No payments will be made in place of taking leave, except for accrued, unused leave at the time of separation from KIDazzle.

Holiday within Leave Period

In the event that a holiday observed by KIDazzle falls within a scheduled annual leave period, the holiday will not be charged against the employee's accrued leave.

Leave Pay for Separations

Staff members who are separated from KIDazzle are compensated for all unused leave.

Holidays

KIDazzle Child Care provides paid time off to all full-time regular and part-time regular staff that have completed a ninety-day probationary period. The holidays that are to be observed are as follows:

New Year's Day
Martin Luther King Holiday
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

In order to be eligible to receive holiday pay, an employee is required to work his or her regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with KIDazzle policy, an approved leave day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

Bereavement Leave

When a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from regular work schedule in accordance with the following guidelines.

Five (5) Days - Spouse, child, parents

Three (3) Days – Siblings, grandparents, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law

Time off – For all other relatives and friends time will be granted per the leave and absenteeism policy.

Request for bereavement leave should be made to the Center Director.

Voting

Staff members are encouraged to exercise their constitutional rights and to participate in local, state and federal elections. Employees should make every effort to vote before or after their scheduled working hours. However, if an employee's regular working hours conflict with voting hours, the Center Director may grant a reasonable period of time off for the purpose of voting.

Jury Duty Leave

For a full-time regular staff member summoned to jury duty, KIDazzle will continue their salary during their active period of jury duty. They are also permitted to retain the allowance they receive from the court for such service. If they are not full-time regular staff members, they are given time off without pay while serving jury duty.

To qualify for jury or witness duty leave, staff must submit to their supervisor a copy of the summons to serve when it is received. In addition, proof of service must be submitted to the supervisor when their period of jury or witness duty has been completed.

A leave request form must be completed with appropriate documentation attached and submitted to the Center Director.

Personal Leaves of Absences

Full-time regular and part-time regular employees who have one year of continuous service may request unpaid personal leaves of absence for a period up to ninety days. No more than one leave will be granted in 24 months. They must request personal leaves in writing at least two weeks prior to the time they wish such leave to commence. If the personal leave request is necessitated by an emergency they must notify their Center Director in writing stating the nature of the leave and the expected length of absence. The written request must be submitted within three days of the beginning of the leave. A leave form must be completed and submitted to the Center Director.

KIDazzle will make every attempt to place employees returning from personal leaves of absence in their former positions or positions comparable in status and pay, however, there is no guarantee that a position will be available upon return. Due to the nature of the business KIDazzle must maintain required staff: child ratios and will need to find replacements for employees during absences.

Military Leave

Leaves of absence for military or reserve duty are granted to full-time and regular part-time employees. A copy of military orders or other authorization documents for such duty must be presented to the faculty or staff member's Center Director. Military duty is defined as ordered military duty in the service of the state or the United States, including schools conducted by the United States Armed Forces. Such duty must be of less than 30 days duration and must be performed as a member of one of the Armed Forces.

Employees may use their accrued leave during military service.

Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Other Leave

In the event of inclement weather or other temporary emergency situations, the Executive Director and Benjamin and Michele Hill may (1) Implement Emergency Plan or (2) close KIDazzle entirely.

*The implementation of the Emergency Plan means that Parents may bring their children to the designated center that will be open. Members of the Emergency Team should plan to come to work as quickly as the weather permits. All other staff will call in by 8:00 AM for further instructions.

* The closing of KIDazzle means that classes are canceled and support functions and operations (offices) will be closed. Employees are not expected to report to work unless they have been designated as emergency personnel who are needed to carry out essential services. During the emergency closing of KIDazzle, employees are considered on leave without pay.

Employees should listen to the local television stations for the official notification of the emergency status being implemented closing of KIDazzle.

EMPLOYEE CONDUCT

Personal Appearance and Demeanor

As members of the KIDazzle Child Care staff, employees are expected to exhibit an appropriate style of dress and behavior, accept job related responsibilities and maintain personal integrity at all times. The dress code for all KIDazzle employees is a KIDazzle collared shirt and khaki, navy or black bottoms; Monday through Thursday. A KIDazzle shirt, either collared or T-shirt and blue jeans are acceptable on Friday. No sleeveless attire may be worn at any time. An appropriate bottom includes slacks, skirts or shorts. Skirts and shorts must be knee length or longer and allow the wearer room to breathe and move freely. Employees may not wear hats unless issued and approved by KIDazzle. Jewelry must not interfere with the employee's ability to perform their job duties.

KIDazzle will provide one shirt to all employees. Additional uniforms are the responsibility of each employee. Failure to comply with the dress code policy will result in disciplinary actions. Employees that have not received a shirt issued by KIDazzle must wear a solid polo style or turtleneck shirt and appropriate bottoms.

All employees, permanent and temporary must comply with the dress code schedule. Please see Center Manager for dress schedule.

Classroom Management

Employees are expected to fulfill the responsibilities outlined in their job descriptions and in addition to maintain a safe, healthy environment. These duties include but are not limited to the following:

Cleanliness of Equipment:

- All toys must be disinfected routinely. Infant and toddler equipment – daily, or whenever, it has been in a child’s mouth. Children 3+ years old – weekly.
- All tables should be disinfected at the beginning of the day, before lunch and at the end of the day.
- Chairs, cubbies, shelves must be wiped down weekly. These items must be free of clutter, dust and debris.
- All toys must be disinfected routinely. Infant/Toddler – daily and/or as needed. Children 3+ years old – weekly.
- All sheets must be washed weekly or as needed. Infant sheets washed daily.
- All cots must be disinfected weekly. This means wiping a disinfecting solution over each cot.
- Trash cans must be emptied after each meal. In rooms that have diaper-changing trashcans, these must be emptied every half-hour.
- Floors must be free of all debris and objects. They must be swept after all meals and at the end of the day. Floors must be mopped to remove any spills that occur during the day.

Maintenance of Supplies and Equipment:

- Supplies assigned to the classroom should be kept in good condition.
- Teachers are responsible for materials assigned to their classes.
- Teachers should not sit on tables, shelves or other classroom objects with the exception of chairs.
- Excessive loss of supplies and equipment may result in disciplinary action.

Educational Activities:

All teachers, leads and assistants, are responsible for the full implementation of the approved curriculum. Full implementation includes but is not limited to:

- Completed and implemented lesson plans
- Adherence to the daily schedule
- Anecdotal Notes
- Portfolio Management
- Developmental Assessments
- Referrals
- IEP/Plan of Care individualization
- Parent Conferences

In addition, infant and toddler teachers must complete a daily sheet on each child, each day they are in attendance. This applies to all children that are not potty trained and or not verbal.

End of the Day:

- All children should leave the center with their shoes tied, their faces should be washed and their clothes neatly arranged or changed if needed.
- Chairs should be stacked.
- Tables wiped down
- All shelves and toys neatly arranged
- Floors swept

Discipline Procedures

Disciplinary action is considered first and foremost a managerial tool to ensure effective job performance and conformance with established work rules. Disciplinary action is expected to help employees overcome work-related problems. Disciplinary steps should be viewed as part of a communication process to help ensure that staff members clearly understand their supervisor's expectations regarding job performance and conduct. Therefore, it is important that attempts are made to improve performance or resolve conduct problems on an informal basis with discussions between employee and supervisor whenever possible. The Center Director/Personnel is available to provide assistance, mediation or counseling to employees or supervisors who are trying to resolve work-related problems.

Disciplinary Actions

Depending upon the nature and severity of the offense, disciplinary action may take one or more of the following forms:

- verbal warning
- written reprimand
- disciplinary probation
- suspension
- discharge/separation of employment

The term "misconduct" as used in this Handbook should be interpreted to include inadequate job performance, unprofessional behavior, violations of KIDazzle policy, and attendance problems. In general, immediate supervisors have the primary responsibility for and authority to administer discipline. The Executive Director and the Center Director/Personnel also may be involved.

Counseling and Documentation

With the exception of verbal warnings, supervisors will provide employees with written documentation of the following and forward a copy of the document to the employee's personnel file.

- a. the nature and extent of the problem;
- b. the policy/procedure that has been violated and or the inadequate performance/conduct for which the disciplinary action is being taken;
- c. for cases other than discharge, suggested courses of corrective action;
- d. if applicable, the past work record that included relevant counseling or disciplinary actions taken;
- e. for cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem;
- f. any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled and seeks to ensure that the employee and supervisor clearly understand the key issues surrounding the situation.

Verbal Warning

His/her immediate supervisor administers a verbal warning whenever an employee has engaged in relatively minor forms of misconduct. (See subsection violations.) Verbal warnings are administered in individual conferences between the supervisor and the employee. The supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated. The supervisor should document all verbal warnings.

Written Reprimand

Employees who persist in committing minor misconduct for which a verbal warning has been issued previously or who initiates more substantial forms of misconduct may be subject to receiving a written reprimand. A written reprimand is a statement initiated by the employee's immediate supervisor but must bear the concurring signature of the Executive Director. When an employee receives a reprimand, he or she should sign it to acknowledge that it has been received. One copy of the reprimand must be given to the employee and another copy placed in the employee's personnel file. If the employee refuses to sign, the written reprimand will still be placed in the employee's personnel file. A staff member who receives multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge.

Disciplinary Probation

Disciplinary probation is imposed upon an employee who has received multiple reprimands or for initial misconduct that is more serious than one that would warrant a verbal warning or written reprimand. Disciplinary probation is initiated in writing (see Counseling and Documentation in this Handbook), with the concurring signature of the Executive Director. While on disciplinary probation, an employee may be suspended or discharged for violations of KIDazzle policy or noncompliance with key conditions of the work plan. The period of disciplinary probation is determined by the supervisor, with the approval of the Executive Director and may not be less than three weeks nor exceed ninety(30) days. When the probation period has ended, the employee must be notified in writing the status of his or her conduct or performance. The probationary period has been either satisfactory, in which case the employee is returned to a regular status of employment, or has been unsatisfactory, in which case the employee will be separated from KIDazzle. An employee who is placed on disciplinary probation more than once within a 12-month period will be subject to dismissal.

Suspension

An employee may be suspended from work:

1. as a severe and punitive disciplinary measure for major or repeated misconduct
- OR
2. to allow time for further inquiry into alleged major misconduct that normally would result in a discharge.

Suspensions may occur with or without pay depending on circumstances involved.

Conduct Violations

In carrying out their duties and responsibilities, all staff represent KIDazzle and as such should conduct themselves accordingly. Appropriate behavior is important at all times. KIDazzle expects staff to conduct themselves in a courteous and professional manner when interacting with students, visitors or fellow staff members. Appropriate conduct includes adhering to the KIDazzle regulations, policies and procedures; maintaining good attendance; and performing one's duties efficiently and effectively. Toward this end, KIDazzle has established a policy with regard to conduct violations, which are explained as follows:

Conduct violations are not limited to these offenses below, which are listed for illustrative purposes only:

Violations that may warrant disciplinary action up to and including discharge include:

- a. Leaving children unattended;
- b. wasting time or loitering during working hours;
- c. Leaving KIDazzle premises or work area without permission during work hours.
- d. Engaging in any activity during working hours that is not closely related to or part of the employee's work;
- e. Failure to notify the immediate supervisor as prescribed in rules and regulations when absent from work or failure to give satisfactory reason for such absence;
- f. Tardiness or unexcused absence.
- g. Failure to accurately record time worked.
- h. Inefficiency, negligence, or lack of application to work; productivity not up to standards.
- i. Willful waste of materials or supplies;
- j. Carelessness resulting in the damage to or destruction of tools, equipment, supplies, or other property belonging to or in charge of KIDazzle,
- k. Failure to report an accident or injury of a student, other employee, self, or visitor to KIDazzle property;
- l. Violation of or disregard for common safety practices and fire prevention rules established by KIDazzle Dazzle, such as smoking in an unauthorized area;

m. Discourteous treatment of KIDazzle constituencies -- students, parents, family members, administrators, fellow staff members, and visitors;

n. Gambling on KIDazzle property.

o. Horseplay on the job;

p. Sleeping during working hours; including field trips

Violations that may cause immediate discharge or suspension include:

a. Falsification of personnel records, including time cards and application for employment.

b. Failure to notify KIDazzle of any pre-existing illness(s) or condition(s) that may be aggravated by job activities;

c. Unexcused absence of three days without notification.

d. The unlawful use, possession, distribution, sale or manufacture of illegal drugs and alcoholic beverages, including the improper use of prescription medicines on KIDazzle property or at any KIDazzle activity;

e. Insubordination: refusal to perform service as required by the supervisor or refusal to obey any order given in the usual course of employment.

f. Theft or pilferage, unauthorized use, hiding, removal, sabotage, defacing, or destruction of KIDazzle property;

g. Stealing from a fellow employee, student, KIDazzle officials or others on KIDazzle property;

h. Conduct, which is disorderly, dishonest, unethical, immoral, or indecent and perpetrated on KIDazzle premises;

i. Threatening, intimidating, coercing, or interfering with fellow employees, students, KIDazzle officials, or others on KIDazzle property;

j. Fighting with a fellow employee, student, KIDazzle official or others on KIDazzle property;

k. Conviction of a crime, whether or not on KIDazzle property;

1. Carelessness resulting in serious injury to fellow employees, students, KIDazzle officials, or others on KIDazzle property.
- m. Falsifying time reporting of another employee;
- n. Being under the influence of alcohol or drugs while at work.

KIDazzle rules concerning discharge are intended to be general guidelines to good judgment and fair treatment. (Just cause for dismissal is not limited to those violations listed above as there may be other offenses committed that may warrant this action.)

Absenteeism and Tardiness

KIDazzle expects all employees to assume diligent responsibility for their attendance and promptness. If an employee is unable to work because of illness, he or she must notify his/her immediate supervisor at least one (1) hour prior to the start of the work schedule.

If an employee will be late for work, he or she must notify his/her supervisor immediately.

KIDazzle may require an employee to be examined by a physician designated by KIDazzle when abuse is suspected (for example, when an employee's record indicates a pattern of absences before or after holidays and weekends)

Excessive absenteeism is defined as follows:

- Employees may have two unexcused absences.
- The third will result in suspension or termination.
- All absences are unexcused unless the employee has time available.
- **Employees that have time available must use the time if they are absent. If employees want to save their time they will receive a written disciplinary action.**

Employees are expected to be at work on time. Tardiness is defined as more than 5 minutes pass the scheduled start time. Excessive tardiness is defined as follows:

- Late arrival more than once a week
- Tardiness that follows a certain pattern. For Example late every other Friday morning.)

Excessive tardiness will result is suspension or termination.

All absences will be classified as unexcused unless a Request For Time Off Form is approved at least 48 hours before requested time off.

Discipline & Guidance

KIDazzle does not condone any physical, verbal or mental abuse of children. No child enrolled at KIDazzle will be subjected to ridicule or be denied food or outside time because of behavior. Children should not be chastised for toileting accidents.

Redirection should be the first action in dealing with disciplinary issues. All classrooms will have a cozy area available for children that need some time to themselves. This area should not be used as a disciplinary space but a place where children can have time to get themselves under control. Inappropriate disciplinary procedures will result in immediate termination.

Parent Conferences (Official & Unofficial)

Two official parent conferences should be scheduled for each child. The first conference should occur prior to December 1st and another conference should occur prior to May 1st. Lead teachers are responsible for these conferences.

Lead teachers, after a written report has been submitted to Director or Family Service Coordinator, may discuss behavioral issues with parents in an unofficial meeting. **No other staff may provide any parent with negative information about their child.** If the parent has specific questions they should be instructed to speak with the Lead teacher, Family Service Coordinator or Director. Violation of this policy will result in suspension.

No person has the authority to suspend or terminate a child from KIDazzle. A committee of Center director, Family Service Coordinator, Teachers and Owners, will make the decision to suspend/terminate a child or family. The decision will be made after a review of data submitted by the teaching staff and the FSC. Any person that violates this rule will be subject to immediate termination.

Supplies, Materials & Resources

KIDazzle attempts to provide each classroom with adequate supplies and equipment and has purchased adequate resource materials for use by teaching staff. These materials are to remain on KIDazzle property unless the employee officially signs them out.

Teachers are requested not to bring their personal teaching items to the center. It is virtually impossible to know if a specific book or item belongs to KIDazzle or the teacher. Any material brought on site will become the property of KIDazzle.

Training Materials

Any books or materials received during training are the property of KIDazzle Child Care, Inc. and not the personal property of the employee attending the training

Field Trips

A field trip is defined as any time children are off of the center premises. Children must have a signed permission slip before they can participate in the trip. All children must have a KIDazzle T shirt (center address and phone number printed on the front) and a nametag with their first and last name on it.

Often parents accompany KIDazzle on trips. While parents are always a great help, they have no responsibility to supervise any children other than their own. KIDazzle staff has total responsibility for supervision. A KIDazzle teacher should be at the front of the group and a KIDazzle staff person should be at the end of the group. Parents may be placed throughout the group.

Teachers are responsible for taking children to the restrooms while on field trips. Parents should not be allowed to take children to the restroom without a KIDazzle staff present.

Children should be counted before leaving the center, upon arrival at the destination, periodically throughout the field trip and prior to departure the roll should be taken. A copy of all persons attending the field trip should be left at the center and the lead teacher should take a copy.

If lunch was a part of the field trip, any staff attending the trip will take a short break instead of a lunch hour. The length of the break will depend upon staffing, time of day, etc.

Personal Business on Company Time

It is necessary for employees of KIDazzle to restrict his/her personal business to non-working hours. Only personal emergencies should be taken care during the course of a workday. When these emergencies occur employees should clock out and leave the center to handle the emergency.

Debt Collectors

In the event that debt collectors begin to call the center the Center Manager will ask the employee to provide information so that the KIDazzle telephone number not be called. Excessive collection calls may result in disciplinary action.

Telephone Calls

The telephones at KIDazzle are there for business, not personal calls. The administrators will take messages, **when possible**, for personal calls received during work hours. Employees may pick up their messages during their breaks. If the call is an emergency the employee will be called from class. An emergency is defined as a situation that will require you to leave the center. Please advise friends, family, other business contacts that you are unable to take telephone calls during work hours and to please not be rude to the person answering the telephone.

Long distance phone calls, Call return and other calling options are prohibited. Failure to comply will result in termination.

KIDazzle does not accept any collect calls. Any collect calls accepted will be the responsibility of the accepting party.

Cellular Devices

Personal cellular devices, which may include but are not limited to, phones, watches, tablets etc. should not be used at anytime in the classroom. Use of these devices will constitute lack of supervision.

Other KIDazzle Property

The use of KIDazzle property for personal use is forbidden. Use of computers, printers, copiers, fax machines, or laundry facilities is considered inappropriate. Misuse of company property will result in suspension or termination.

The use of cell phones, beepers, or other electronic devices are not to be used on company time.

Professionalism

At the Center

KIDazzle desires that all of its centers operate in a professional manner. Loud talking, inappropriate singing, arguing and other types of loud noises should be avoided. Viewing non-child specific television programs is not allowed. Only child related music or instrumental music is allowed in the center. This policy includes all administrative areas.

At no time should food be eaten in the classroom. The only exception would be for those teachers that participate in family style dining. All lunch breaks must be taken in a designated non-work areas. Staff should not visit fellow employees in other work areas during lunch breaks.

Off Site

When KIDazzle employees attend meetings, workshops, training or conferences they are expected to conduct themselves in a professional manner at all times. Employees are expected to:

- Wear attire with the KIDazzle logo.
- Abide by any established rules for training/conference (start/end times, lunch etc.).
- Attend workshops/training as scheduled
- Refrain from negatively discussing any KIDazzle related business, employees, parents or children.
- Maintain confidentiality in all discussions

Smoking

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking on KIDazzle property is strictly prohibited. Because KIDazzle may be subject to criminal and civil penalties for violations of applicable smoking laws, it must insist on strict adherence to this policy. Employees smoking on company premises will be subject to disciplinary action.

Alcohol

KIDazzle prohibits the use of alcohol during work hours. Employees must not be under the influence of alcohol at any time. If there is any suspicions of being under the influence of alcohol the Center Manager may request a blood alcohol test. Failure to comply with request for test will result in termination. If tested and found positive employee will be suspended for three days without pay and put on a one-year probation. After returning to work any further incidents of alcohol on the job will result in immediate termination. Employees will be encouraged to seek and assisted in finding professional help

The use of alcohol on KIDazzle property will result in immediate termination.

Drugs

KIDazzle prohibits the use of illegal drugs and the abuse of prescription drugs. Random drug testing will be implemented. Failure to comply with a request for drug testing will result in termination. Any trace of any illegal substance will result in an immediate 3-day suspension without pay and put on a one-year probation. After an initial positive test employees must provide a negative drug test within 30 days. Failure to provide a negative drug test will result in termination.

All employees that drive vans and busses that routinely transport children must take drug tests at regular intervals to insure compliance with laws and insurance guidelines. Failure to comply with drug tests will result in termination.

The possession, use or sale of drugs on KIDazzle property will result in immediate termination.

Drug Free Workplace

KIDazzle is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any KIDazzle employee illegally uses drugs on the job, come to work under the influence, or possesses, distributes or sells drugs in the workplace. Therefore, KIDazzle has established the following policy:

1. It is a violation of company policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. It is a violation of company policy for anyone to report to work under the influence of illegal drugs.
3. It is a violation of company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. As a condition of employment, employees must abide by the terms of this policy and must notify KIDazzle in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's Center Managers to counsel employees whenever they see changes in performance or behaviors that suggest an employee has a drug problem. Although it is not the Center Manager's job to diagnose personal problems, the manager should encourage the employee to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at KIDazzle.

Confidentiality

Access to information on children, employees or other company information is confidential and should be treated as such. This information should not be discussed with other employees, either at KIDazzle or away from company property, family or friends. Confidential information obtained at KIDazzle should never be discussed in the presence of children. Violation of this policy will be grounds for suspension and/or termination.

Complaint Resolution Procedure

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Should a situation persist that an employee believes is detrimental to him/her or to KIDazzle, he/she should follow the procedure described below;

Step One

Discussion of the problem by the employee with his/her supervisor is encouraged as a first step. If, however, this discussion fails to remedy the problem, he/she may proceed to Step Two.

Step Two

If the problem is not resolved after discussion with the supervisor, the employee is encouraged to request a meeting, in writing, with the Executive Director. The written request should include all pertinent facts regarding the incident. In an effort to resolve the problem, the Executive Director will consider the facts, conduct an investigation, and also may review the matter with the Center Director/Personnel. The employee will normally receive a response regarding the problem within five working days of meeting with the Executive Director.

Step Three

If the employee is not satisfied with the Executive Director's wishes to pursue the problem or complaint further, any complaint discussed informally or presented formally should (1) indicate the nature and extent of the problem, with a concise statement of the facts (2) identify the rule, regulation, policy or procedure, if any that is alleged to have been violated; and (3) indicate the remedy sought by the employee. This written summary should accompany the employee's request that the owners, Benjamin and Michele Hill, review the matter.

The owners, after full examination of the facts (which may include a review of the written summary of the employee's statement, discussions with all individuals concerned, and further investigation if necessary) normally will advise the employee of their decision within ten (10) working days. This decision is final.

KIDazzle does not condone nor tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying KIDazzle from taking disciplinary action against any individual, up to and including dismissal, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the KIDazzle deems disciplinary action appropriate. Separation from KIDazzle ends the right to the complaint resolution process.

IMPORTANT THINGS TO REMEMBER

Classroom Assignment: _____

Children in my class:

_____	_____
_____	_____
_____	_____
_____	_____

My CODE is : _____

Other staff to remember:

_____	_____
_____	_____
_____	_____

I need to bring the following things :

Helpful Numbers

KIDazzle Child Care

Administration Office

(404) 753-8884

York Avenue

(404) 753-7537

Peachtree Summit

(404) 331-1600

Little Flyers

(404) 305-6950

FAA Hampton

(770) 210-7290

FAA Memphis

(901) 368-8444

FAA Miami

(305) 716-1772

Michele Hill

((404) 522-7223 (home)

(404) 213-4426 (Cell)

Benjamin Hill

(404) 259-6630 (Cell)

Robert Hill

(404) 312-2918 (Cell)