



Early Education And Learning Center Inc.
Employee Handbook

King's Kids EELC Inc.
Employee Handbook
Established October 1, 2012
Revised August 7, 2016
II Revision April 1, 2017

King's Kids Early Education & Learning Center Inc.
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MEMO

To: All Employees
From: King's Kids Early Education and Learning Center Inc.
Subject: Employee Handbook

This document will be used as an employee guide of the rules and procedures that will be followed at King's Kids Early Education and Learning Center. Throughout this document, King's Kids Early Education and Learning Center will be referred to as KKEELC or Corporation. Please remember that we are a new establishment and as we continue to grow there may be a need for changes, revisions or modifications to the Employee Handbook.

All changes will be forwarded to you in the form of "Notices" and will be distributed by management to each employee. A receipt of notice will be distributed to each employee for a signature showing that you have read and understand the changes in the "Notice."

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WELCOME (PP 10.E.01m)

It is our pleasure to welcome you into the family of KKEELC. We believe that a corporation's greatest asset is its employees; therefore we strive to employ the best qualified individuals. We encourage you to work hard, be a team player, utilize your potential, and achieve your goals.

We realize that it is important for staff and management to become acquainted with each other and the operating methods. To assist you during this transition period we have prepared this Employee Handbook for your review. Everyone is required to read the handbook and encouraged to ask questions when an item is unclear to you.

MANAGEMENT

Deanna Randle serves as the President of KKEELC Inc. The corporation was established in August of 2012. Deanna Randle is a former elementary school teacher who ran an in-home daycare for six years. She has a Master's in Education Management and Bachelors in Early Childhood Education.

EMPLOYEE HANDBOOK (PP 10.E.01m cont.)

This handbook has been designed to acquaint you with the corporation and to answer most questions regarding your employment with KKEELC. This handbook is a two-way communication guide which identifies what you can expect from us and what we expect from you.

This handbook is not an employment contract and absent a written Employment Agreement with the Corporation. This handbook does not alter the "at-will" nature of your employment. Unless otherwise stated in a separate Employment Contract with the Corporation, you have the right to terminate your employment at any time, with or without cause or notice, and KKEELC has the same right.

GENREAL EXPECTATIONS

It is expected that each employee shall:

1. Present themselves in a cheerful, cooperative and professional manner to all parents, children, potential customers, corporate staff and co-workers.
2. Each employee shall have a job description, a completed employment application and all of the following documents:
 - a. All Division of Child Development Early Education requirements
 - b. I-9 and W-4
 - c. Discipline and Classroom Management Policy
 - d. Mandated reporter (reporting abuse and neglect)
 - e. Compensation agreement
 - f. Student Non- solicitation Agreement
 - g. Property Release Form
 - h. Computer Equipment usage and Security Agreement
 - i. Payment for Funds Expended
 - j. Receipt of this Employee Handbook
 - k. Job description
 - l. Photo release
3. In addition, those employees entrusted with keys to the center will execute a Key Receipt Form reflecting their obligations regarding this trust, the key(s) must be returned at the end of employment or when requested.

PERSONNEL FILES

KKEELC will maintain current personal data on each employee. You are expected to notify management if one of the following changes;

Name
Address
Telephone Number(s)
Emergency Contact Information
Payroll Deductions (W-4)

All employees have the right to access their personnel files. You must submit a request in writing of your desire to review your file. You will be provided access to your file within 48 hours of management's receipt of the request. You will be allowed to view your file in the front office. You may not remove your file from the main office of KKEELC.

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If you would like a copy of all signed documents in your file, please notify management so that copies can be made for you.

EQUAL OPPORTUNITY EMPLOYER POLICY STATEMENT

It is the policy of KKEELC to provide equal opportunity in all our employment practices, including selection, hiring, promotion, transfer, and compensation. We employ qualified applicants without regard to race, color, religion, sex, national origin, age, disability, or any other classification protected by law. However, we are a Christian based corporation and do not allow the practice of any other religious doctrine on our KKEELC property. (PP 10.E.01f)

MINIMUM QUALIFICATIONS

Administrators: must be at least 21 years of age. Lead teachers, teachers, teacher aides, and substitutes must be at least 18 years of age with a high school diploma. Volunteers must be at least 14 years of age, and literate.

Each employee and volunteer must complete and clear a criminal background check, health questionnaire, TB test, employment application, W-4, I-9, and direct deposit statement before employment. Everyone must have a physical on file by the 60th day of employment.

HEALTH REQUIREMENTS

Applicants should be physically able to work with children. Applicants should not be under any medication that would preclude their work with children. Specific medical conditions should not keep applicant from working with children. All applicants must be emotionally and physically capable to care for children on a daily basis.

INTRODUCTORY EMPLOYMENT PERIOD

Every new employee is subject to a **90-day introductory employment period** during which ability, qualifications, motivation and potential for future advancement are assessed. KKEELC will evaluate the performance and make a decision concerning a continuing relationship. During or after the introductory employment period, the employer has the right to terminate for no reason and the employee has the same right. Three absences or more during the introductory period will either extend the period or

be cause for termination. Completion of the introductory period does not confer any expectation of continuation; continued employment is based upon satisfactory performance and conduct. (PP 10.E.05a)

EMPLOYEE BENEFITS (PP 10.E.01j)

Currently, KKEELC provides AFLAC supplemental insurance, a simple IRA retirement plan, paid holidays, paid vacation, and sick leave to eligible employees.

Employees may enroll their own children at KKEELC at a reduced rate of \$15.00/day (Children 1-23 months are excluded from this rate. Please see owner for current employee pricing). The employee must sign a childcare withdrawal statement which allows KKEELC to deduct daycare funds from the employee's paycheck. All employees are expected to follow the guidelines of the KKEELC Parent Handbook.

JOB OPENINGS

When job openings become available, it is our first obligation to fill the position from within. The position will be filled based on job performance, seniority, skill and ability of each applicant. KKEELC reserves the right to choose the best candidate either from within or outside of the corporation.

JOB DESCRIPTIONS (PP.10.E.01h)

Administrator: (Director, Assistant Director) A person who is responsible for the operation of a child care center and is on-site on a regular basis as defined by the North Carolina Child Care Commission. Administrators must read and apply all of the operational and personnel policies listed in the KKEELC employee and parent handbooks as well as the rules and guidelines set forth by the North Carolina Division of Child Development and Early Education. Administrators are responsible for budgeting, reconciliation, and review of budget. (PP 10.C.02)

Lead Teacher: An individual who is responsible for planning and implementing the daily program of activities and is in charge of a group of children in a child care center. Lead teachers must read and apply all of the operational and personnel policies listed in the

KKEELC employee and parent handbooks as well as the rules and guidelines set forth by the North Carolina Division of Child Development and Early Education.

Teacher/Floater: A person that assists the lead teacher in planning and implementing the daily program and at times is in charge of a group of children in the child care center. Teachers must read and apply all of the operational and personnel policies listed in the KKEELC employee and parent handbooks as well as the rules and guidelines set forth by the North Carolina Division of Child Development and Early Education.

Cook: The cook is required to follow all Food Program (CACFP) guidelines. You are to adhere to all sanitation guidelines and any implementations provide by the health nurse. All federal food safety standards should be followed as well. Examples of some of those standards are food with expired dates should be thrown away. (PP 5.B.03a,b)

Substitute: Any person who temporarily assumes the duties of a regular staff person for a time period not to exceed two consecutive months. Substitutes must read and apply all of the operational and personnel policies listed in the KKEELC employee and parent handbooks as well as the rules and guidelines set forth by the North Carolina Division of Child Development and Early Education.

Volunteer: A person who works in a child care center and is not monetarily compensated by the child care center. Volunteers must read and apply all of the operational and personnel policies listed in the KKEELC employee and parent handbooks as well as the rules and guidelines set forth by the North Carolina Division of Child Development and Early Education.

ORIENTATION

Each employee will go through 16 hours of orientation in the first 6 weeks of employment. Each employee will have to sign and date that they have received these hours once the training is complete. Orientation will include operational policies, enhanced standards, recognizing child abuse and neglect, supervision, and other laws, policies, and responsibilities of KKEELC. (PP 10.E.11)

IN-SERVICE TRAINING

Every employee will be required to be first-aid/ CPR certified and receive up to 12 continuing education credits (CEU's) annually. Pediatric First Aid/ and infant, child, adult CPR classes are held periodically on site at KKEELC. The employee will be paid

for time spent in the on-site training, however each employee must pay for their own training. KKEELC management will always notify staff of the trainings the corporation is paying for. There are 11 trainings that have been added to the teacher requirements by the North Carolina Division of Child Development. Those classes can be taken through the Division of Child Development web site. Each employee has 1 year after employment to complete these courses. (PP 6.A.08) (PP 6.A.10) (PP.10.E.11cont.)

ANNUAL PERFORMANCE REVIEW (PP 10.E.09)

Each employee shall have a current job description. A performance review based on that job description may be conducted for each employee, at the end of the 90 day introductory period and definitely at the employee's yearly anniversary hiring date. If the center is newly opened or if management desires, there could be a 6 month review for staff as well. (PP 10.E.01g)

SALARY INCREASES

An annual increase will be given to each employee effective twelve months after their initial starting date and at each anniversary date thereafter. Any increase is dependent upon successful completion of the performance review and will be based on economic performance in the area. KKEELC reserves the right to terminate annual increases based upon the needs of the business. All salaries are confidential and the disclosure of one's salary to another could result in a written reprimand, salary decrease, or termination.

Merit increases and bonuses may be given at any time as determined by management for outstanding performance and commitment above and beyond the normal performance expectations. Likewise, **pay deductions** can be given to individuals who do not meet and/or maintain required certifications for the star-rated license and NAEYC accreditation. This is to include First Aid/CPR trainings, CEU's, and rated licensing deductions due to non-compliance. (PP.10.E.01i) (PP 10.E.01L)

RE-HIRES

Any employee, who resigns for longer than 30-days and is rehired after a 30-day absence, will be treated as **a new** employee. In most cases, former employees will not be allowed to return.

NOTICE OF RESIGNATION (PP 10.E.01k)

Administrators, lead teachers and co-lead teachers must supply a 30 day notice of termination. Failure to supply a 30 day notice of your intent to terminate will result in a pay scale reduction to \$7.25/hour for an hourly wages owed to you.

Teacher assistants and support staff must provide a two week termination notice. Failure to supply a two week notice of your intent to terminate will result in a pay scale reduction to \$7.25/hour for an hourly wages owed to you.

Any Employee who voluntarily walks off the job after they have signed in and started the business day will be reported to the local social services office for child abuse and abandonment. This is to include not returning from a lunch or bathroom break.

DISCIPLINARY ACTION (PP 10.E01 cont.)

When performance problems arise which require some form of discipline, the employee involved will receive notice of the deficiency and an opportunity to improve performance. The employee may receive an oral or written reprimand or warning. It is recognized that certain or repeated infractions may result in immediate termination. Each employee will be given an opportunity to complete an exit interview which allows the employee to share their grievances and concerns.

REFERENCES

KKEELC will only verify your employment for prospective employers. This includes start and end date of employment and salary. We will not write favorable or unfavorable letters of you and will not share favorable or unfavorable information about you. It is best to ask a co-worker or a parent to provide you with a favorable written reference.

CODE OF CONDUCT

Mature common sense is your best guide to proper conduct. KKEELC expects all employees to present themselves in a cheerful, cooperative and professional manner to all parents, potential customers and other employees and to:

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- *Provide a productive day's work
- *Arrive on time to begin work
- *Demonstrate a considerate, courteous, friendly, professional and constructive attitude towards fellow employees and KKEELC
- *Adhere to corporation policies
- *Give management at least a twelve hour notice if you are going to be absent from work.
- *No smoking in the presence of children or on the daycare usable spaces including the parking lot, playground, and front lawn. (PP 9.D.06)

Failure to comply with the above may result in disciplinary action, up to and including dismissal.

The following list will not be tolerated and subjects the employee to immediate termination.(PP 10.D.01h,i)

*Possession, sale or use of alcohol, narcotic, or any other intoxication drug on the premises.

*Being under the influence of same during working hours.

*Possession of firearms, fireworks, or explosives or any other dangerous weapons while on these premises.

*Altering or falsifying company records to include but not limited to: time records, employment application, work records, and or expense accounts.

*Deliberate destruction, damage or misuse of Company property or property of a fellow employee, or theft or removal of company property or property of fellow employee without approval.

*Habitual absenteeism or tardiness

*Fighting or altercations on company property

- *Refusal to carry out a job assignment or direct request
- *Inappropriate representation of the company on the internet.
- *Disclosure to any unauthorized person information concerning KKEELC students, curriculum, tuition rates, customer lists, or other proprietary information possessed by the corporation.
- *Conviction of a felony
- *Irreconcilable conflicts of interests
- *Fraudulent activities involving assets of KKEELC
- *Immoral conduct of sexual harassment on the premises or while participating in activities where by you are representing KKEELC.
- *Sleeping during work hours.
- *Neglect, or abusive behavior to children including verbal abuse and poor supervision practices.
- *Gambling, wagering or taking bets on KKEELC time or premises.
- *Use of obscene or abusive language or behavior.
- *Misuse of the Corporation telephones, voice mail, email systems, or computers, wireless network for personal use.
- *Unauthorized review or copy of any fellow employee's employment file or any student's information, computer files, or confidential proprietary materials for a purpose not in the welfare or best interests of your fellow employees or the corporation.

MENTAL & SEXUAL ABUSE, MISCONDUCT, AND OR MOLESTATION

King's Kids EELC does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero-tolerance" policy clear to all employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse and molestation means each, and every actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedures (PP 10.D.03)

All staff members who learn of, have a reasonable suspicion of prohibited conduct must immediately report it to KKEELC Management team. If the victim is an adult, abuse or neglect will be reported by this designee to the local or state police and/or Adult Protective Services (APS) Agency. If a child is the victim of abuse or neglect the designee will report it to the local or state police and/or Child Abuse Agency Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow Up (PP 10.D.04)

Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. We will try to keep the identity (ies) of the target (s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

Retaliation Prohibited

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

NON-FRATERNIZING POLICY

It is suggested that employees refrain from dating or engaging in any kind of sexual or emotional relationship with other employees, parents or vendors. Employees should also refrain from using any information obtained in the course of business to further a personal or social relationship. In some cases of fraternization, it may be necessary to terminate employment to protect company interest.

ATTENDANCE /ABSENTEEISM

It is mandatory to personally notify management or a representative that you will be absent or tardy. In an emergency situation, leaving a voicemail message or text message is not acceptable. Management can be reached at (919)360-1388 (cell) or (984)200-3334 (home). In the case of illness, or a family member illness, proper medical documentation may be required.

If you need to be absent from work please put it in a written request via email for management approval.

INCLEMENT WEATHER

It is best practice to follow the same schedule as the Wake County Public School System. If the school system is closed due to inclement weather for an obsessive period of time, KKEELC management will contact all employees and parents to notify them of our re-opening day and time.

If you will not be able to make it to work due to inclement weather you must call and report your absence to management.

If you are at work and it is necessary to have early dismissal due to inclement weather, you **will be paid** for a normal day. A normal day is assessed at your scheduled time posted for that particular day you are leaving early.

Management will post closings and delayed openings to Face Book, the company web site and ABC News 11 under the name King's Kids EELC. Please make sure you check this station on inclement weather days to make sure you are aware of what time KKEELC will open for business.

TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required to record their hours of work through Pro Care. It is mandatory that if the system is down, or will not allow you to clock in/out that you first sign a manual sign in sheet or you send a text message to (919) 360-1388 notifying your arrival/departure time. The official time of your text message will serve as your time stamp for arrival/departure. If you fail to clock out, your time will be adjusted to the time of the last child going home or to your scheduled time off, whichever is earliest.

You are required to review your time sheet immediately upon receipt. You will sign off on your time sheet with each payroll.

Failure to maintain proper time worked or misrepresenting time worked is grounds for dismissal. At no time are employees allowed to work past their scheduled shift without prior approval from management. Any time spent past an employees scheduled shift that is not manager approved is at the employee's discretion. Scheduled Lunch breaks are to be taken unless noted differently by management.

BUSINESS HOURS AND WORK SCHEDULES

King's Kids EELC is open Monday-Friday from 6:00am-9pm (Effective 09/06/2016 new operating hours will be 6am-6:30pm) to accommodate working parents. It is important that we maintain staff/child ratios at all times. Due to these factors, your hours will be agreed to prior to your employment. Please note that all schedules are subject to change due to enrollment and the needs of the business.

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WAGES AND SALARIES&PAYROLL DEDUCTIONS (PP 10.E.01i)

Your wages and salaries are confidential. Your compensation will be based on your education, experience, performance, and qualifications. Every effort is made to ensure each employee is paid fairly in relation to his or her productivity with KKEELC.

All employees will be paid **once** per month. Pay schedules run from the 16th of the month to the 15th of the month. Paychecks will be disbursed on the **25th** of every month. Please note that in the event payday falls on a weekend or holiday, it may delay payment to the next business day.

All payrolls will be outsourced to ADP and they will take out all necessary taxes, garnishments, and other deductions. Your paystub will list all of this information.

OPEN DOOR POLICY

The management team at KKEELC encourages you to have an open line of communication. In instances you and another employee require a third party to step in and help resolve a matter, or if there is some dispute between you and a parent, or if there is an issue between you and a child of this facility. You are also encouraged to speak to management about policy concerns. Any gossip, hearsay, or policy frustrations that are discussed with coworkers while on KKEELC's clock time will be grounds for dismissal. In all cases, employees are prohibited from discussing with coworkers, parents, sub-contractors, and students all closed door and personal email conversations that occur with management unless provided with written approval from management to do so.

STAFF INFORMATION BOARD

Employee schedules and management notes will be sent by email at least once per week. Please refer to your email on a frequent basis so that you will know what the current needs or concerns of management are.

Staff meetings will be held quarterly, usually on Saturday mornings to discuss concerns, changes, addendums, new ideas, and staff development training. Lead teacher

meetings will be held at managers discretion. If you have any concerns that are not immediate, nor personal in nature, please use this forum as an outlet to get your questions answered.

APPROPRIATE ATTIRE

Currently there is no dress code of uniforms, scrubs, or other company mandate. However, if the following conduct cannot be followed properly, management will impose a dress code. The following dress expectations are employees will:

- *Arrive clean and neat
- *Hair should be clean and away from the face.
- *Nails should be clean and
- *Make-up should be worn in moderation, (daytime wear)
- *Jewelry should be minimal
- *Obscene tattoos must be out of the visibility of children.
- *Dress slacks, walking shorts or skorts may be worn but not bike shorts, spandex pants, or mini-skirts. (Sweats and Jeans are acceptable as long as they are neat, clean, and appropriately worn to cover all obscene body parts).
- *Stockings or socks must be worn at all times (no bare feet)
- *Shoes should be comfortable, and attached to your feet at all times. No flip flops, platforms, or high heels permitted.
- *No purses are allowed in classroom. They may be kept in the employee break room.
- *Cleavage should be covered at all times and low rise pants should always be worn with belts, and t-shirts that tuck in to pants.

Anyone not following this dress code may be sent home without pay. Repeated violations of these policies will result in either disciplinary action which may include termination.

PERSONAL TELEPHONE CALLS, TEXT MESSAGES, EMAILS, AND VISITS

Please refrain from using the phones provided by KKEELC for personal use except in emergency situations. Absolutely no long distance calling is permitted. Any employee who needs to call long distance will need to contact management first.

Personal visits from friends and family can be disruptive to the business operation. Please do not have friends and family visit you at the center.

Under no circumstances are terminated employees allowed to visit the center.

Personal cell phone use should be minimal while in the classroom. Minimal is less than 2 minutes per phone call and less than 3 phone calls per day. Any personal call requiring more time needs to be rescheduled for your break time or children's nap time. If it is an emergency, you need to contact KKEELC management for room/position coverage. **Please note you may be asked to clock out at that time.** All KKEELC parents should be contacting teachers on house phones only. At no time should parents call a teachers cell phone to inquire about their child while the child is in daycare (this rule does not apply to School age van drivers. In their case only, personal cell phone usage is permitted to call and receive calls from parents. Teachers must have a phone with them at all times while on the playground.

Personal text messaging should be minimal. Minimal means less than 7 word phrases and no more than 5 text messages per day. Text messages to and from KKEELC management team is unlimited. Unlimited text messages, emails, and web searches are allowed during naptime. However if nap time duties are not getting done, or the usage of cell phones becomes misused, management will make your cell phone use prohibited during business hours.

USE OF COMPANY EQUIPMENT

Company equipment at no time should be used for personal use. Copy paper, copy machines, computers, and other supplies and materials should only be used for classrooms and other reasons pertaining to corporation business.

HOUSE KEEPING

It is the responsibility of each employee to maintain a clean and neat area. The break room and bathroom are common areas that we will all need to be maintained and cleaned. Please be courteous to your fellow employee by making sure these common areas are neat when you leave them. Other cleaning expectations can be found in the addendum section of this manual.

In addition, a list of daily duties and their descriptions are attached to this handbook. Each staff member will be assigned an area with duties that they are to complete during the day and before leaving their shift. Please make sure you close your room or area properly so that the staff on the next shift does not have to clean up after you.

CONFLICT OF INTEREST

Please do not accept gifts from anyone who KKEELC does business with except on holidays or teacher birthdays.

You may not babysit or do business with any of the individuals that KKEELC does business with without clearing it with management first. In most cases except for family or prior relationships your request will be denied.

SAFTY AND ACCIDENT PROCEDURES

Please report all accidents no matter how slight. If you become injured or sick on the job, you are to report that to management immediately. If you need medical care from an incident that has occurred on the job, KKEELC management reserves the right to send you to the urgent care of our choice and **will** require a drug test upon your arrival.

Get help when needing to lift heavy objects. Do not attempt to move heavy items in the presence of the children or if you are the direct caregiver of the children at this time.

Do not try to repair machines and equipment if you have limited knowledge of that machine. (10.D.01c)

Know the locations of fire extinguishers and how to use them. Know the locations of emergency numbers and your nearest land line telephone. Know and understand the evacuations routes and emergency preparedness plans.

THEFT

It is important that all employees recognizes that all property located at KKEELC are the properties of the employer. Any employee who donates their own property to KKEELC relinquishes all rights of the property. KKEELC will become the new owner of the property and the property will be under the rules and guidelines of the corporation.

Each employee will be given a form to list personal items used for business purposes. Only the items on the list will be returned to the employee upon their request.

VACATION POLICY (PP 10.E.06b)

All full time employees will be eligible for five days paid vacation at their twelve month review. These days may be requested at any time with a 30 day notice to management. Please note that KKEELC Inc. reserves the right to deny an employee's chosen dates based upon the needs of the business.

KKEELC Vacation Dates: See schedule in main office

HOLIDAYS (PP 10.E.06b cont.)

Once you have worked for **six** consecutive months, you will be eligible for paid holidays. Paid holidays are a privilege, not a right. KKEELC reserves the right to revoke paid holidays based on the needs of the business. This is for full time employees only.

King's Kids EELC will observe national holidays and be closed for the following:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Good Friday
Christmas Day		

SICK LEAVE (PP 10.E.06 cont.)

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Full time employees are eligible to earn 1 sick day at the beginning of every quarter. These days can accumulate up to a total of 4 days per year. Sick days will not carry over to the next year. Accumulation dates are the first days of January, April, July, and October. Any employee who is hired after these dates will have to wait until the next accumulation date. These days are not guaranteed and could be revoked at any time due to the needs of the business.

REIMBURSEMENTS

King's Kids EELC will not reimburse for in-service trainings, supplies, materials or other out of pocket expenses unless the employee has cleared it through management first. In most cases KKEELC will pay for mandatory trainings up front. In some cases, employees will be allowed to clock in and be paid for on-site trainings but will not be paid for off-site trainings.

INSURANCE&RETIREMENT PLAN (PP 10.E.06a)

Due to the cost effectiveness of the Obama Care Market Place program, it will be up to each individual employee to apply for their mandatory health care benefits through the government website. KKEELC will have a licensed insurance agent assist each employee with this process. You may decline or accept their services. (PP.10D.01j)

AFLAC supplemental insurance which includes a dental and vision plan is available to every employee within the first 90 days of employment. A representative will be provided for you to discuss your needs. You may decline or accept their services.

Legal Shield is a company that provides every participant with attorney services. They will consult and defend you in a broad range of circumstances. This service is available to every employee within the first 90 days of employment. A representative will be available to discuss your needs. You may decline or accept their services.

All Employees will be eligible for a 401K Retirement plan with a 3% company match at their twelve month review. The open enrollment period is from October to December of each year. Eligible employees will have to wait until open enrollment to receive this benefit. You may decline or accept this plan. (PP 10.E.06d)

LOANS, PAY ADVANCES AND OVERTIME PAY

King's Kids EELC Inc.
Employee Handbook
Established October 1, 2012
Revised August 7, 2016
II Revision April 1, 2017

KKEELC will not engage in loans or pay advances to employees. KKEELC will pay overtime hours equal to one and one half of the employee's hourly wage for any hours worked over 40 hours per week.

ADDENDUMS AND DAILY EXPECTATIONS

Bathrooms should be cleaned and disinfected at the end of each group usage, nap time, at the end of the day, or when visible soiled. Proper end of day cleaning or visible soiled cleaning consist of toilet seats, toilet handles, doorknobs, cubicle handles, floors, sinks, paper towel dispensers, soap dispensers, and new trash liners. Proper upkeep throughout the day consist of cleaning sinks, paper towel clean up, trash can overflow. Hand washing sinks should not be used for bathing children or removing smeared fecal material. In these cases, disposable wet wipes and paper towel should be used. (PP 5.A.09r,s) (PP 9.C.06a,b).

Challenging Behaviors- Challenging behaviors can interfere with children's learning, development and success at play. It can be harmful to other children or adults and/ or out a child at high risk for later social problems or school failure. Examples are Physical aggression like hitting, biting, shoving, or whacking with toys. Another is relational aggression such as verbal bullying, throwing tantrums, whining, testing limits, and refusal to follow directions or classroom rules. If you experience any of these types of situations please notify management so that community resources can be applied. King's Kids EELC uses Project Enlightenment as a behavioral resource. There is also a behavioral management course that KKEELC will require that the classroom teacher/s attend a class on Managing Challenging Behaviors. (PP 1.E.01) (3.B.12 a)

Cleaning Supplies- Chemicals (bleach, Pine Sol, Awesome, Windex) not in use must be locked up in the kitchen storage area. Leaving them on the kitchen counter or in unlocked storage is NOT acceptable. *Sanitizer and disinfectant spray bottle solutions are exempt from this rule.* (PP 5.C.01b)

Cook- Must wear a hair net while preparing food. Gloves must be worn if your nails are coated with acrylic, gel, or are false press on nails. Cooks are NOT allowed to change diapers while they are still doing food prep.

Cots- Cots must be at least **36 inches (three tile widths) side to side, top and bottom, apart. If you have carpet, you will need to use a small tape measure to be sure.** If 36 inches cannot be acquired due

to space, then barriers must be used to separate the children. All cots MUST be sanitized daily after each use.

Cot sheets- Should be taken off cots weekly and/or when visibly soiled. Cot sheets will be cleaned weekly, collected on Fridays and returned on Mondays. Clean sheets are to be folded and put away. Soiled sheets should be placed in plastic **grocery** bags and then placed in the laundry bag. Please do not put soiled clothing or sheets in store bought zip lock bags.

Conferences- We have an open door policy with all parents. Parents may request a conference at any time. In person or Phone conversations can be held at nap time or at the beginning and ending of the school day. Formal conferences will be held at least twice a year to ensure that every parent understands their child's growth and development. The curriculum goals and objectives along with the child's assessments of these objectives should be presented at this time. Parents are allowed to review their child's assessments/portfolios anytime they request it. (PP 2.A.06)

Cribs- Have met the North Carolina Standards for side railings and DO NOT let down on either side. There is a certificate of compliance for each crib from each manufacturer. Please make sure all compliance certificates are posted near the crib. At no time should an infant be placed in a crib with a bottle. (PP 3.C.03b) (PP 5.A.14b)

Curriculum- Currently King's Kids EELC uses Creative Curriculum in conjunction with Links To Learning and our own King's Kids Preschool enrichment program. All teachers that create and implement lesson plans will be given the monthly objectives in which they are expected to create activities for. These activity ideas may come from books, internet, or other co-workers. All activities must be age appropriate and meet safety guidelines for the youngest child served in your group. There are varied options of each monthly Links To Learning concept in the effort to serve students at different learning levels. Staff is not allowed to use any other curriculums guides or standards without approval from KKEELC management. (PP 2.A.02)

Diaper Changing-gather supplies, put on gloves (if needed), Use wet wipe to wipe front to back, **dispose of gloves/diaper& wipes in plastic lined trash can with a tightly closed lid and hands free device, wipe** your hands with a clean wipe, slide a clean diaper under the baby (apply diaper products using facial tissues/ discard after use in a diaper pail with a tightly closed lid and a hands free device, fasten diaper & redress the child, wash the child's hands using the 6 steps (for children too young to hold up their head wipe hands with a clean wipe) after drying hands return the child to a supervised/safe environment, spray changing table with soap & water solutions wipe dry with disposable paper towel, spray entire changing table with disinfectant solution and allow it to sit for 2 minutes or air dry, wash your hands

using the 6 steps when finished! **Diaper changing steps should be posted by each changing table!**

Diapers should be changed every 2 hours and/ or when visible soiled. You must keep 1 hand on the child at all times! Please DO NOT use changing tables to set any other items on than what is posted.

Periodically, teachers will be assessed changing diapers by management and the Health Nurse.

(PP 5.A.08f) (PP 5.A.08g) (PP 5.A.08i) (PP 5.A.08j) (PP 5.A.08k) (PP 5.A.08 l,m) (PP 5.A.08o,p) (PP 5.C.02f)

Disinfectant: A solution containing 500 to 800 parts per million (ppm) of chlorine (bleach) used multiple times per day on **Bathrooms, changing tables, trash cans, floors, soiled areas with bodily fluids.** Staff are required to wear gloves when handling ALL bodily fluids. For bodily fluid spills, staff are to use detergent, water, and disinfectant in that order. This process can be used on carpet or regular flooring. Bathrooms, trash cans, and floors should be cleaned and disinfected throughout the day and when visible soiled. Changing tables should be cleaned and disinfected before and after each use.

Disinfectant must be sprayed and left for 2-3 minutes before drying. (PP 5.C.02a-e) (PP 5.A.09q)

First Aid Kits-Each classroom with children should have an equipped first aid kit. Each teacher is required to have a first aid kit out-side at recess and on all field trips. Each van is equipped with a first aid kit as well. (PP 9.C.10b)

Food Preparation- All toddlers must have their food cut into ½ inch thick or smaller. Infants must be ¼ thick or smaller. Staff should not offer children age 3 and under any round foods such as hotdogs, grapes, or string cheese. All of the items MUST be cut into half-moon shapes or smaller. We do not serve nuts, or popcorn to any child. All peanut butter will be served spread on crackers or bread. Carrots will only be served cooked unless they have been shredded for salads. All meat will be served bite-sized unless it's on a sandwich or wrapped bread. **All children regardless of race, religion, or origin shall be fed approved meals based on the posted menu unless such child has a medical condition that requires legal and approved substitutions.** All equipment purchased with CACFP funding shall be kept in good repair and maintained until disposition takes place. (PP 5.B.14a,b)

Hand washing- is the single most important line of defense in preventing the transmission of disease-causing organisms. When should hand washing occur for employees and children? **Upon arrival, when entering a classroom that involves infants and toddlers, Before and after handling food, before bottle feeding or serving children, before administering medication, before handling clean utensils or equipment, after toileting or handling body fluids, after diaper changing, handling soiled items like garbage, mops, cots and clothing, after being outdoors, after water and sand play, after handling animals or animal cages.** Hand sanitizer may be used on the playground and on field trips in lieu of

water if a water source is unavailable or inconvenient. The six steps for proper hand washing are: **wet, soap, 20 second scrub, rinse, dry w/ paper towel, turn off water w/ paper towel.** (PP 5.A.09a,b,d-p) (PP 5.A.09t)

Kleenex- Please clean noses with Kleenex and NOT toilet paper. Kleenex is in a box which keeps it sanitary. Toilet paper must be on a roll or in a dispenser at all times.

Locked Rooms-Storage closets must remain locked whenever they are not in use. The kitchen and the employee bathroom on Rock Quarry needs to remain locked at all times even when in use. The open kitchen on Vandora Springs must have the hot water disconnected when kitchen is not in use. The furnace room on Vandora Springs must be free of clutter of any kind and be locked at all times unless being professionally serviced.

Lotion- lotions for a teacher's personal use must be kept 5 feet off the ground. At no time may you share your lotion with a child.

Lunch/meal Preparation-You wash your hands using the 6 steps, the children wash hands using 6 steps, you spray the tables with soap & water and wipe clean, spray tables with sanitizer and sit for 2minutes, wipe dry and allow children to sit at the table, wash your hands using 6 steps, serve plates to children. (Children with clean hands but waiting on tables to dry, should put hands in prayer position). Read food preparation for more details on how and which foods can be served. **Infants who are bottle fed must be held while consuming a bottle.** (PP 5.A.14a)

Nap- Charts of cot position should be posted in every classroom. Children under 1 year of age must be checked every 15 to 20 minutes. The time and the babies sleep position must be recorded on a "Safe Sleep" chart posted in the classroom. Sleep Charts must be kept on file for at least 30 days. Babies should not be left to sleep in swings, car seats, high chairs or other equipment not certified for infant sleep. Please follow the rules and guidelines set in the KKEELC Safe Sleep Policy. Mirrors, videos, and sound monitors are prohibited as supervision tools (PP 3.C.03a). Diapers must be changed before and immediately following nap time. Children ages 10 months to 5 years will be placed on a cot. Cot sheets will be provided and weekly laundered by KKEELC. Parents will need to provide a blanket for all children sleeping on cots. Blankets will be sent home weekly for laundering. (PP5.A.08e) (PP5.A.12a, b,c,d)

Paper towel and toilet paper may not sit on the counters, shelves, or other surfaces! They must be in a dispenser or on a roll.

Philosophy of Education- At King's Kids EELC we believe the development of young children is influenced by the spiritual, intellectual, physical, emotional, and social stimulation in their environment.

We believe that children learn through play, hands on activities, exploring, and observing. The organized atmosphere will be positive, safe, happy and clean. Through encouraging feedback provided by the preschool staff your child's learning experience will impart effective growth and development. (PP 2.A.01)

Purses and Bags- in classrooms are subject to DCDEE check and sanitation check. Anyone with items in their purse that are not qualified for the classroom such as Tylenol, or prescription medicines, will be issued a write up or possible termination of employment if any state agency sites KKEELC for it. It is stated in the Employee handbook that all purses, bags and personal items should be kept in the employee break room.

Sanitizer: A solution containing 50 to 200 parts per million (ppm) of chlorine (bleach) used multiple times per day on **Tables, toys, chairs, counter tops, dishes, cots, stepstools, ect.** Tables and counter tops, should be cleaned and sanitized before and after each use. Chairs and dishes should be cleaned and sanitized after each use. Cots, stepstools, classroom furniture should be sanitized daily. Toys should be sanitized daily unless they have been put in a child's mouth. All mouthed toys must be washed, sanitized and dried before another child can play with it. Proper sanitizing will be sprayed in an open area and allowed 2-3 minutes to sit before drying. (PP 5.C.01) (PP 5.C03a)

Toilets- should be fully cleaned and disinfected inside and out, including the base at the bottom and under the seat. This should be completed after AM snack, Lunch, PM snack, and closing down of room time. The toilets should be cleaned and disinfected at other times as well if visible soiled.

Trash cans- trash cans, the tops of the trash can, and walls behind them should be disinfected daily at nap and again at the end of the day.

Spray Bottles: DO NOT hang bottles by the sprayer, it messes up the trigger. All bottles must be properly labeled and easy to distinguish. Disinfectant and sanitizing solutions must be kept at least **5 feet, off the ground.** If you are the lead individual of a space that is sighted by DCDEE for this infraction, you will be written up by KKEELC management. Soap and water bottles **MUST** contain detergent in order to be sufficient for "washing" all items in this handbook that call for washing before bleach solutions. The soap and water bottles can be handled by children for minor cleanups.

Van Drivers- No one may drive the KKEELC vans unless they have been cleared through Selective insurance services first. All vans must have a **first aid kit** and an **Emergency contact book (including a current photo of each child)** with all school age students from both sites listed. Every student under the age of 8 must have a booster seat and every child under the age of 4 must have a car seat. Children may

only sit where there is a working seatbelt. Staff child ratios must be maintained during transporting. If any of these rules or guidelines are not followed, it can result in immediate termination of the employee. Likewise if the NCDCEE consultants find fault with any of the above listed requirements and proceed to site KKEELC for the issue, the lead van driver will be written up and/ or terminated.

(PP 10.B.12c)

Program Standards

Breastfeeding- On site area has been designated for nursing moms. Please coordinate feeding times with the parent if they intend to come to nurse on-site. All breastmilk must be stored in ready to feed containers and be labeled with the time milk was expressed, along with the child's name and the date. Breastmilk should be stored in the classroom refrigerator at 39 degrees and may be kept up to 5 days. Frozen milk can be kept for 2 weeks at a temperature of 5 degrees. When handling breastmilk, please be sure to mix and not shake it. Mixing helps to preserve special infection-fighting and nutritional components in human milk. (PP 5.B.09c,d)

Camera Surveillance-Please be mindful that there are cameras posted in some of the classrooms at KKEELC. At any time management may approach you about your performance as displayed on video.

Centers- teachers are required to play with children and ask inquiry questions during Free Play Centers. Teachers are encouraged to change out toys monthly so that students do not get bored. It is the teacher's responsibility to notify KKEELC management of broken or hazardous toys within the centers and classroom. Teacher who fail to report unsafe or hazardous play furniture, fixtures, or toys will be written up. If infants or non-walkers are present, then it is required that the infant teachers wear socks or shoe covers while in the infant room. (PP 5.C.06)

Children's Interactions-Talking to kids condescending, sarcastically, or threatening will not be tolerated. If it is reported and substantiated to management that a staff member has done any of the above, a write up or immediate termination may be administered.

Children's Schedule-If a parent changes a child's schedule and reports it to KKEELC staff it is that staff members responsibility to report it to management. Information that does not find its way to management could result in a disciplinary write up. Text messaging, email, or detailed written notes is the best way to communicate this.

Communication: Please use proper English when addressing parents in person and on the phone.

Continuing Education Units (CEU's) - It is up to each individual to keep up with their education credits. You will need a certain amount of credits per year based on your level of education. There are many trainings available on line as well as in some of the childcare resource books at each site. If you are unsure please make an appointment with management to pull your file for review.

Developmental Screenings: Will be conducted on every preschool child upon the first 60 days of enrollment and at every monthly milestone set by the Ages and Stages developmental screening process. All materials for these assessments can be found in a tote bag marked with "Ages and Stages". Please return ALL items to the tote once you have finished assessing the students. Developmental screenings should be conducted 1 on 1 with the lead teacher. Lead teachers will conduct screenings over a series of time. No student will screen longer than 5-6 minutes at a time. All discipline areas of the screening process should be completed within a 2 week period. All students will have a confidential portfolio folder to hold all assessment results. Only staff are allowed to see these Portfolios for the purpose of lesson planning. Parents will be notified of the assessments based on the Ages and Stages monthly milestones. Parents are welcome to see the child's portfolio at any time and can make request for re screening if they deem necessary. Teachers are required to conference with parents at least twice per year and more if the child shows signs developmental delays. (PP 4.A.02a) (PP4.A.03a, c, f) (PP 4.C.01b) (PP4.E.02) (PP 4.E.04) (PP 4.E.06c, d) (PP 4.E.07a,b,c,d)

Furniture and Toys-Please do not sit on top of the children's shelves, or tables. Use a child size chair or the floor when sitting. It is mandatory to notify management if you have any broken furniture, fixtures, toys or torn books.

Health and Safety- Care Plans: Children with illnesses or disabilities such as asthma, hearing and vision impairments, feeding needs, seizures, diabetes, ect. Will be placed on a care plan that identifies their special needs and circumstances. In some cases the child may have an IEP or Individual Educational Plan. In these cases, King's Kids staff will follow the guidelines of the IEP.

Interruptions: Teachers/parents, parents/management, teachers/management conversations are very important. Please try not to interrupt an in session conversation when possible. This can be viewed as rude or inconsiderate to the talking individuals.

Lesson plans- are mandatory and should be posted and up to date. Lesson plans may be requested at any time by KKEELC management. Failure to produce your lesson plan upon request will result in disciplinary actions. All created lesson plans should be created using a combination of the children's interest, Links to Learning age objectives, and Ages and Stages Developmental assessment results. (4.A.03 b,d,e) (4.E.06a,b)

Meal Time: During meal time teachers should complete meal count sheets, eat w/ students (healthy foods only), sit and talk about the foods the kids are eating and encourage children to try unfamiliar foods. Serving sizes: If the amount does not look right, inform the cook. (PP 3.D.12a, b, c, d)

Children should be practicing serving skills. Preschool children should practice applying their own condiments. Children under 2 years of age do not need condiments. It is best for them to learn to appreciate the taste of food without sauces. Preschool children should be given a spoon and/or fork to eat with while infant and toddlers should only be given a spoon.

Second servings can be provided for children who ask for more and have eaten all the food on their first plate. In most cases, the fruit or vegetable of the day will be the only second portion options.

Parents who supply a food and a drink for their child will be able to have those items served alongside of the posted menu option. It does not have to be healthy, just a food and a drink. KKEELC management will discuss this option with the parent if it becomes out of control.

Breakfast: 6:45a-8:00a AM Snack: 9:45a-10:15a Lunch: 11:45a-1p PM Snack: 2:45-4:45
(PP 5.B.16a,b)

Menu- Should be posted in each classroom, at the check-in station and in the kitchen. If there are menu changes, ALL posted menus must reflect the change. The cook and office management are responsible for updating the menus. (PP 5.B.15a)

Meals for Teachers: Effective 09/06 2016 KKEELC will serve teachers from the kitchen. Teacher portions will match that of a school age child. Teachers must eat what is being served to the kids.

Medication Administration: All staff is required to complete this course within the first 12 months of employment. At no time will any medication be administered to a child without proper labeling of the child's first and last name, the date the prescription was filled, the physician's information, proper storage labeling and an expiration date. All medications should be kept in locked containers unless they are used for life threatening purposes. (5.A.11d) (PP.5.A.11c) (5.A.11e)

Preschool Rules: All children ages infant to 5 years old must be seen AND heard at all times. Please get help from support staff if you are experiencing a circumstance that makes this rule difficult for you to follow. Do not attempt to be out of compliance. Fully toilet trained children 3 years and up may go to the bathroom independently but **must** be checked on by voice or by sight every 2 minutes. (PP 3.C.02a) (PP 3.C.03c) (PP 3.C.04) (PP 3.C.05)

Project Enlightenment is open for staff to get art and craft decorative items. A price list is posted at both sites. KKEELC pays for your materials so please use this resource before buying things for your classroom. Project Enlightenment is also a resource for teachers who need strategies for children with challenging behaviors. Their mentoring and coaching services for behavioral help is free so please see KKEELC management for more information. (PP 10.E.12)

Project Enlightenment will conduct developmental screenings, hearing and speech screenings as well as offer on-site classroom observations. Teachers interested in these services need to call (919)856-7774 to request a referral form. The parent and the teacher must both fill out the form in order for Project Enlightenment to provide resources. Once the screenings and evaluations are completed, PE will conduct a follow up visit with the parents, director, and lead teacher to discuss the results and some solutions. (PP 4.C.01 e,f) (PP 10.B.10)

Quarterly assessments -must be taken on every student 2 year and older. Failure to keep up with children's academic portfolios will result in termination of employment. Assessment training for teachers will be conducted by KKEELC management. These assessments should be completed by October 31, January 31, and May 31. All new students should be assessed within the first 30 days of enrollment. Teachers are required to conference with parents at least twice per year and more if the child shows signs developmental delays. (PP 4.02)

Recess: Teachers should take a first aid kit, and phone on the playground with them at all times. Evening teachers must take a house phone on the playground. Broken toys should be reported to management. In most cases broken toys will be discarded. Excessive amounts of broken or misplaced playground toys will result in disciplinary action for the classroom teacher who uses that playground. Teachers are expected to interact and play with students during recess. Failure to participate in your students recess time will result in disciplinary actions. Teachers are expected to have a lesson plan for recess activities and ideas. DCDEE rules state that children must play outdoors at least 1 hour per day weather permitting. (PP 3.D.01b)

School age rules: Must be seen OR heard at all times. Please get help from support staff when needed if your circumstance makes this rule difficult for you to follow.

Sick Child: If a child becomes sick with vomiting, diarrhea or some other infectious disease while in your care, please contact the parent immediately and separate the child from the rest of the group. There is a crib mattress and sheet located in the front office area that can be used while the child waits for the parent to arrive. There must be a staff member supervising the sick child at all times. (PP.10.D.01d)

Sockets- must be capped with safety plugs! No exceptions. If an open socket is discovered by management, the staff member currently in charge of that space (or the last to occupy the space) will be written up.

Spanish- Will be taught by Mariella Williams a certified Spanish teacher every Tuesday afternoon. Mrs. Mariella is available for interpreting for Spanish speaking families. If you have a family in your classroom who requires an interpreter, please let KKEELC management know so that we can schedule her assistance. (PP 4.E.05)

Water- should be provided to every child **whenever they want it!** It is acceptable to take a water pitcher outside with water cups. Bring a small trash bag for used cups. It is the teacher's responsibility to gather water pitchers from the kitchen or cook at the beginning of the school day for the classroom in which they work in.

Water play- Currently all water play is conducted outside on the playground. There is a water hose and multiple water supply sources that can be used. There is a 100ft water hose that can be connected to any water toy or used to fill water toys. No Balloons are allowed for water play. After each use, please dump and refill all water buckets used for children to put their hands in. Please do not allow children with cuts or scrapes on their hands to play in the water buckets with other children. (PP 5.A.10a)

Professionalism

Cell phones-Phones for personal use are acceptable during nap as long as your other duties are completed first. Refer to the employee handbook for a complete description of what is acceptable usage.

Days off should be requested at least 2 weeks in advance by email only! If your request is further out than 2 weeks, you will still need to send a 2 week reminder by email once the time approaches.

Late to work- If you are running more than 10 minutes late to work it is mandatory that you send an email or text to KKEELC management stating your expected arrival time. A call to your site is necessary as well. Failure to report tardiness in this manner will result in a write up. Repeated tardiness could also result in termination.

New Student- please make every effort to be prepared for them. Cubby should be labeled, ect.

Parent complaints and negative concerns expressed to the teacher should be reported to management immediately by the teacher who was told the information. Failure to report these complaints no matter how slight, could result in a write up or termination of employment.

Procare: If Procare is down upon your arrival/departure or will not allow you to clock in/out that you first sign a manual sign in sheet or you send a text message to (919) 360-1388 notifying your arrival/departure time. Your time will be adjusted to the time of the sign in sheet or text message.

Radios in the kitchen are fine but only Christian music is allowed to be played. No Earbuds! Music at nap time is allowed (Soft music).

Tablets and laptops may not be used in the infant or toddler room at any time including nap if at least 1 child is awake. They may be used in the preschool and school age classrooms as long as it is for educational purposes and limited to 2.5 hours/week.

Merit Pay and Employee contributions

Referral incentives -will be given in the amount of \$50/child for each child you refer and enrolls for at least 30 days. You cannot get credit for your own kids or walk-ins. Payments will be made at the pay date following the child's 30 days of enrollment. It is up to each teacher to keep track of their referrals. Parents must use your name at time of enrollment or no incentive will be rewarded to you. This incentive is not guaranteed and can be revoked at any time based on the needs of the business.

Quarterly retention bonuses will be provided to all staff members equal to the percentage of enrollment capacity. Our current capacity is 122 kids total for both sites. Exp. If we are 50% full, then everyone gets a \$50 bonus, 75% is \$75 bonus and so on. Enrollment counts will be taken on Dec. 1st, Mar. 2nd, and June 1st. There will be no count for September 1st. Only current employees who are employed on the dates above will receive the benefits. These funds are not guaranteed and management reserves the right to revoke this plan at any time.

Volunteer Opportunities- KKEELC holds fundraisers every year. Our St. Jude Trike-A-Thon raises money for the children of St. Jude Children's Research Hospital. The other fundraiser is for KKEELC supplies and scholarships to needy families. Neither event is mandatory, but management will provide volunteer certificates to all who contribute.

Please sign the handbook stating that you have received a copy of your job description, and have reviewed the center's operational and personnel policies.

Management Signature

Employee Name _____

Personal Items used for business purposes:
