



## Employee Handbook

### WELCOME

Welcome to Visionary Kids Childcare LLC ! We are glad to have you as a member of our staff. We recognize that development of the children at our center is directly tied to the quality and development of the teachers and staff who work with our children. You have been selected to join the Visionary Kids Childcare LLC because of your genuine love and respect for children and your desire and ability to teach.

There are no insignificant jobs at Visionary Kids Childcare , and there are no insignificant jobs or positions. Each person has a place of responsibility, yet each member may be accountable in differing capacities. Every job is necessary for an effective and efficient operation. Employees are expected to work together in a harmonious and cooperative manner. Furthermore, employees are expected to set an example in conduct and morality.

*“Your job is important in the work and goals of Visionary Kids Childcare. We are engaged in the most important business in the world, and you are an integral part of that work.”*

## **MISSION STATEMENT:**

Where Dreams Come True

### **ABOUT THESE GUIDELINES:**

These guidelines are intended to provide our employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, as it will answer many of the questions concerning employment.

However, this handbook cannot anticipate every situation or answer every question about employment and/or duties here at Visionary Kids Childcare. This handbook is not an employment contract and does not create contractual obligations, implied or otherwise.

In order for Visionary Kids Childcare to have the necessary flexibility in the administration of policies and procedures, the management of Visionary Kids Childcare reserves the right to change, revise, or eliminate any of the policies or benefits described in this handbook.

## **GENERAL GUIDELINES**

### **AT WILL EMPLOYMENT:**

Visionary Kids Childcare does not offer tenured or guaranteed employment. Therefore, Visionary Kids Childcare or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

This at-will employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary.

The contents of this handbook do not constitute the terms of a contract of employment. Nothing contained in this handbook should be construed as a guarantee of continued employment, but rather employment with Visionary Kids Childcare is to be regarded as an “at-will basis”. This means that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the company, for any reason that is not expressly prohibited by law. Any oral or written representations to the contrary are invalid and should not be relied upon by any prospective or existing employee of Visionary Kids Childcare.

### **AFFIRMATIVE ACTION:**

It is the policy of Visionary Kids Childcare to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits and privileges of employment, compensation, training, opportunity for advancement including upgrades and promotion, transfer, and without discrimination because of race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation.

### **NONDISCRIMINATION POLICY:**

Visionary Kids Childcare maintains a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment with Visionary Kids Childcare are governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, ethnic background, religion, gender, age, national origin, sexual orientation, handicap, or veteran status.

All decisions made with respect to recruiting, hiring, training, education, on the job treatment and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, and termination of employment including layoff and recall for all employees will be free from any illegal discriminatory practices.

### **QUALIFICATIONS FOR EMPLOYMENT:**

Selection of new personnel or transfers and promotions are guided by provisions of the state Civil Rights Commission's Guide to Lawful and Unlawful Pre-Employment Inquiries and the United States and state Civil Rights Act, as amended.

1. A positive attitude of cooperation with the Visionary Kids Childcare management and staff, and the center Director Destiny James .
2. Any other qualifications as listed in the state law or administrative code governing employment in this type of institution or organization.
3. Evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control of the United States of America (I-9).
4. Educational requirements of the specific position being considered.
5. Any and all specific qualifications deemed necessary to fulfill the specific duties of the position being filled which are explained in the "Job Description" handbook of the center.
6. Employees must also provide/submit the following on or before the date of hire:
  - a. Personnel record (Application and/or Resume)
  - b. One personal written reference and one professional written reference.
  - c. Signed Criminal record statement and/or Child abuse index check
  - d. Class 1 Fingerprint Clearance Card or proof of application (Employees 18-up).
  - e. Transcripts or verification of request for transcripts (Failure to provide transcripts could affect an employee's pay rate and continued employment).
  - f. Current Certification first aid and CPR (or willing to obtain)
  - g. Health screening report, documentation of vaccines, results of a recent TB test.

- h. Employee agreement
- i. Authorization for payroll deductions
- j. W-4 form
- k. Any additional forms or statements requested by the HR department at the time of hire which may have been added to this list.

## **PERSONNEL RECORDS:**

1. Important events related to employment with Visionary Kids Childcare will be recorded and kept in the employee's personnel file. Agreement change of status records, TB clearance test, commendations, and educational transcripts and attainment records are examples of records maintained as well as all forms required by state licensing.
2. The contents of an employee's personnel file are considered confidential by Visionary Kids Childcare. All personnel records, including employee applications, evaluation report, and correspondence relating to the employee are secured in the business office of Visionary Kids Childcare. We will not disclose any information from this personnel file to anyone except Visionary Kids Childcare administrators (as may become necessary in the course of normal business operations) or Government Agencies (as required by law) or subject to legal and administrative process. No other access will be granted without the employee's written permission.
3. The employee upon written request to the director may individually inspect and review personal records. This review is to be done in the presence of the director. Employees have the right to copy any document that contains that employee's signature. Employees may not remove documents.
4. A partial duplicate file is kept on campus for licensing purposes.
5. Written documentation of employee's performance will be kept on file at the administration office.

## **PERSONNEL INFORMATION CHANGES:**

All employees are required to notify the management and complete the necessary paperwork in the event of name, address and telephone number changes within ten (10) days of the change taking place.

## **EMPLOYEE PERSONAL ITEMS/ MATERIALS:**

Visionary Kids Childcare is not responsible for the loss, damage or theft of any personal items brought to or left at the center or on the premises regardless of the nature of those items or articles, including equipment, supplies, and/or curriculum purchased or owned by visitors, employees, clients, or customers of Visionary Kids Childcare. Employees are responsible for the security and care of their own materials, equipment, and personal items. Materials not marked or in some way identified as the personal property of the employee may be assumed to

be the property of Visionary Kids Childcare.

### **USE OF Visionary Kids Childcare VEHICLES:**

Employees are only allowed to use Visionary Kids Childcare vehicles for any type of transportation of children and to run official errands for the center. Visionary Kids Childcare is not responsible for any actions of an employee who is using their own vehicle to run errands for the center and therefore the center does not encourage, authorize or permit employees to run any center errands in their own vehicle. Staff operating center vehicles must at all times have in their possession a valid Missouri Driver's License and cellular phone. (See Director if you do not have a cellular phone to carry). If there is an emergency while operating a center vehicle contact the center immediately and speak with the Director or person in charge for further instructions. If medical attention is necessary contact 911 first. Use of Center vehicles shall follow all policies set forth in the TRANSPORTATION HANDBOOK and/or the NEW TEACHER TRAINING HANDBOOK.

### **KEY CONTROL:**

Employees who are issued keys are expected to keep them in a secure area. Keys may not be copied, loaned, or otherwise misused. Where electronic codes are utilized, such codes shall be treated with confidentiality and not revealed to anyone other than a current, authorized, Visionary Kids Childcare employee with proper clearance approved by the Director. All issued keys must be returned to the Director at the time of separation of employment or at any time requested to do so by a superior. Employees who "lose" their key may be required to pay the expenses of rekeying the doors the key opened and the cost of re-distributing new keys to all authorized key holders. This expense may be automatically deducted from the employee's paycheck without written approval of the employee.

## **COMPENSATION AND REVIEW**

### **WAGES AND SALARIES:**

Compensation of employees is set by the Director and approved by the Visionary Kids Childcare Board. salaries are established annually for each category of employment listed above. salaries are confidential and information concerning this should be treated as such. salaries are based on the following:

1. The initial negotiated salaries when employees were hired.
2. Education i.e. units earned at an accredited institution of higher education for successful completion of courses which directly relate to the field of childcare and early childhood education, training hours and/or CEUs received in the field and training in related fields. (Must be documented.)
3. All practical experience which directly relates to the field of childcare and early childhood education, all practical experience in related fields and/or all practical experience in other fields that are related specifically to the position being considered.
4. The position for which the employee is hired and the demand for the position and the pre-established wage range for that specific position as set for that particular year.
5. Evaluations of the employee's performance

6. Annual wage increase if given

## **OVERTIME:**

All overtime worked by non-exempt (hourly) employees must be pre-authorized by the direct supervisor who must have permission to do so by the director. Employees working overtime hours without authorization are subject to disciplinary action. Authorized overtime will be calculated at one and one-half (1 ½) times the employee's regular hourly rate for all hours worked in excess of forty (40) hours per established workweek.

## **PAYROLL DEDUCTIONS:**

Payroll deductions will be made according to the law, employment agreement, or upon request of the employee. Deductions may include but may not be limited to the following: 1. Federal and State Income Tax

2. FICA/Social Security Tax and Medicare
3. Employees portion of childcare tuition fees per signed agreement (required to receive this benefit)
4. premiums such as an employee's portion of Health Insurance or other if provided (required to receive this benefit)
5. Wage attachments made in accordance with any state or federally mandated law or request i.e. garnishments.
6. Any fees due the center such as a repayment of overpaid wages (See "Training Wage") or fees that were paid by the center and are required to be repaid (childcare, uniforms etc.)

## **PAY PERIODS:**

All time worked will be paid at the agreed salary of pay and any applicable overtime. Overtime will be any time over 40 hours in a given one (1) week period and will be paid on the following pay period. Destiny James must approve all overtime. Each pay week will be from midnight Saturday through midnight the following Saturday. Pay periods will be semi-monthly periods (14 days) beginning midnight Saturday and ending at midnight on Saturday fourteen (14) days later. They will be payable on the 10th and 28th each month.

## **PAYROLL ADVANCES:**

**Visionary Kids Childcare** does not issue payroll advances on prospective or actual income before the regularly scheduled paydays covering the pay period.

## **PERFORMANCE EVALUATIONS:**

Employees will be evaluated at the end of the "90-day Introductory Period," and at least annually thereafter. They may be conducted more often at the Director's discretion. The evaluation is based upon work habits, work ability, efficiency, dependability, and related factors, as outlined in the "Evaluations and Job Descriptions Manual."

All evaluations are reviewed with the employee by the center director. A copy of all evaluations will be kept in employees file and employee will be given a copy to keep for his/her records. Performance evaluations can be given at any time throughout the year. These evaluations will be used as a tool to help improve both our staff and school.

Performance Appraisals are considered to be personal and confidential.

## **PROMOTIONS:**

It is the policy of Visionary Kids Childcare to promote from within whenever and wherever feasible. All promotional considerations shall be based on ability, efficiency, conduct, willingness to do the new job, and loyalty. Personnel should acquaint themselves with the qualifications and requirements of positions in higher levels or responsibilities, so they are aware of their personal needs to prepare for a promotion. It is the responsibility of each employee to make Destiny James aware of willingness and desire to seek to fill a new position. Annual or periodic evaluations are an excellent opportunity for this information to be shared.

## **SEPARATION FROM EMPLOYMENT:**

Employees may be separated from employment, voluntarily or involuntary due to lack of work, repeated tardiness, absenteeism, or failure to perform duties as described in the job description to the satisfaction of the Director will be cause for termination. Child abuse and any inappropriate behavior to children will be a cause for immediate termination. Usually before and employee is terminated they will be counseled by the Director however if any misconduct is severe enough, the Director may discharge the employee immediately. Employees will not be compensated if terminated. Any employee that voluntarily resigns is required to give 2 week's notice so that their position is filled. **Failure to give a two weeks' notice will result in your last paycheck being paid at minimum wage.**

Visionary Kids Childcare has a 90-day introductory period during which time the employer or employee may terminate employment with or without notice or cause. Visionary Kids Childcare is an at-will employer and the company or the employee can terminate the employment relationship at any time, with or without notice.

## **DISCIPLINARY ACTION:**

In general, Visionary Kids Childcare follows a progressive disciplinary policy while the administration maintains the right to terminate "at will."

The four usual steps of disciplinary action are:

1. Verbal notification
2. Written notification
3. Suspension/Days of Decision including 1-10 days off without pay
4. Termination

**These steps may take place over a period of up to 1 year or may take place simultaneously or in any combination.**

## **OPEN DOOR POLICY:**

Visionary Kids Childcare has an open-door policy and encourages all staff to share their ideas and suggestions.

## **CONFERENCES:**

Director, Assistant Director, and/or staff conferences may be held to discuss any problems that are keeping a teacher from reaching the desired objectives. A follow-up date will be set to review any progress and all documentation will be kept on file. This may be considered a part of a current or future performance evaluation and/or if may stand alone, this to be at the discretion of the director.

## **CENTER MASTER CALENDAR:**

The annual Center Master Calendar of Visionary Kids Childcare is the key to eliminating any conflicts in scheduling and informing employees of news and information affecting employees. Employees are expected to be aware of and periodically check the information on the Bulletin Board and Calendar. Any additions or changes should be done by notifying Destiney James

# **BENEFITS**

## **HOLIDAYS:**

The center is closed for the following holidays: New Year's Day, Day After New Years Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas day and the day after. If the holiday falls on the weekend the center will be closed the next weekday closest to the holiday (i.e. if the holiday is on Saturday the center will close on Friday, if the holiday is on Sunday the center will be closed on Monday)

## **VACATION:**

After one year of employment the employee will receive one-week paid vacation annually. After 5 years of service the employee will receive 2 weeks of paid vacation annually. The vacation date is based on the anniversary date.

## **CONTINUING EDUCATION:**

Continuing education is required according to the state laws governing the center and the policies established in the New Teacher's Training Manual. Fees for continuing education will be paid by the center if they have been pre-approved by the Center Director. Time spent in class will also be paid at the training wage if pre-approved by the center director. Pre-approval for payment of



class fees does not guarantee payment for time spent in class. Pre-approval for payment of time spent in class does not guarantee payment for class fees.

Failure to attend a pre-scheduled class that the Center paid the fees for will require the employee to reimburse the Center for the class fees by payroll deduction from the next pay period.

Upon completion of the class, employees must turn in a certificate of completion. Employees will be paid their training wage based on the number of “contact hours” given on the certificate.

### **CHILD CARE BENEFIT:**

All employees will be eligible for a childcare benefit as follows:

1. The benefit offered is on a “space available” basis. Existing enrolled children will not be expelled to make room for an employee’s child. Employees must enroll their qualifying child according to the enrollment policies set by the center for a child or children of that age group.
2. Under normal circumstances, children will not be allowed to be enrolled in their parent’s class. Enrollment in a different class may be allowed at Destiney James discretion provided space is available in that area.
3. The childcare benefit is for a 50% off per child per week. The employees shall be set up on a payroll deduction for the benefit to be enacted. Tuition must be Payroll Deducted form prior to the start of the benefit and bi-weekly thereafter.
4. Children of employees will only be allowed to receive the benefit if they are only in childcare during the hours the parent is working at Visionary Kids Childcare. Employees who need additional care (i.e. in the case of another job) will be required to pay the regular rate for those hours.
5. Employees are required to give a two weeks’ notice prior to changing their child’s rates or pulling out of Visionary Kids Childcare.

### **REIMBURSEMENT OF EMPLOYEE EXPENSES:**

Visionary Kids Childcare will reimburse employees for reasonable and legitimate job-related expenses incurred in the course of performing their required duties under the following conditions:

1. All expenses should be pre-approved by the management
2. Expenses deemed unreasonable or excessive will not be paid or reimbursed and the employee will be personally responsible for payment.
3. It is the responsibility of the employee to turn in an expense reimbursement form along with the appropriate receipts and/or invoices.
4. Employees are encouraged to exercise discretion in incurring and suggesting expenses.

### **HEALTH INSURANCE:**

All Employees will be eligible to receive a Health Insurance benefit as established by the Visionary Kids Childcare management. The benefit will be payroll deducted from the employees pay.

# WORK SCHEDULE POLICY

It is important that every employee be at their scheduled post at the time they are scheduled. This is to ensure that Visionary Kids Childcare continually meets the state guidelines for ratios. When an employee is not where they are supposed to be, children may be placed in danger. Therefore, employees must take their schedule more seriously than the average worker! The following specific guidelines will govern how all employees respond and react to help meet the needs of the children in an environment that is still worker friendly.

## WEEKLY SCHEDULE:

1. Meeting ratios and providing a loving, safe and healthy environment for the children is the first concern of Visionary Kids Childcare, therefore, the posted schedule becomes the most important tool the center has to meet this goal. The management of Visionary Kids Childcare will commit to plan the work schedule in advance so that everyone has advance notice of their hours and when they will be needed. Likewise, it is important to this system that all employees also plan ahead for all absences whenever possible.
2. All "PRE-ARRANGED ABSENCE/PTO REQUEST FORMS" must be turned in 2 weeks prior to the beginning of the week that they will fall in. This is to give the center management team one week to plan the schedule after having received all time-off requests.
3. Although most employees have a general idea of their normal working week, everything is subject to change. It is possible that an employee could be called on to work a different schedule from time to time to accommodate other employee's pre-arranged absences or other absences. All employees are subject to the possibility of being scheduled any hours that the center is open and we appreciate each employee's flexibility.
4. The basic work schedule will cover days and hours. In conjunction to this are specific "work" or position assignments. These are also subject to change on an as-needed basis. Each employee is required to check-in with a supervisor as soon as they clock in, to get specific instructions for that day.
5. Employees are not allowed to be on the property for extended periods of time when they are off-the-clock. An Employee becomes a visitor when they are not clocked in. This means that all off-duty employees are required to notify the office before going to or remaining in the center area, playground or property. Employees are allowed 15 minutes prior to the beginning of the workday and 15 minutes following the work day on the property. Remaining on the property longer or coming early will be at the discretion of the management.

## CLOCKING IN/OUT

All employees are required by state and federal fair labor practices to maintain a time record. Computerized time clocks are used to track employee arrival, departure, and any break time that exceeds 10 minutes. Each employee is issued a code that will be used to clock in/out daily. It is not acceptable to clock in or out for another employee.

1. Falsifying a time record may be grounds for immediate dismissal.
2. Any missed clock in or out times must be recorded on the timecard correction sheet and

- initiated by a member of the management. Failure to record missed clock in or out times may result in missed pay for hours worked, therefore an accurate time record is essential.
3. Prompt arrival is essential for all employees to make efficient use of work time. It also allows Visionary Kids Childcare to comply with State Licensing requirements relating to the proper adult to children ratios. If employees find that they are unable to fulfill their assigned schedule, they are required to discuss possible schedule changes with the Director.

Closing employees will be paid until the last child leaves plus a reasonable amount of time (5-10 minutes) for completion of "closing duties". In most cases closing duties should be completed prior to the last child leaving. The supervisor must approve extra time needed following the last child's departure, if time is needed in order to finish the closing duties. An explanation will need to be given to Destiney James as to why the closing duties were not finished prior to the last child's departure. Employees will be expected to clock-out accordingly. Failure to clock out in a timely manner as established above or follow the procedure for staying extra minutes will be treated the same as an employee who falsifies his/her timecard.

## **ATTENDANCE/ LEAVES POLICIES**

Regular and on time attendance is essential to efficient operation at Visionary Kids Childcare. Excessive absenteeism and tardiness will not be tolerated. While it is recognized that an occasional illness or extenuating circumstances may cause an unavoidable absence from work or tardiness, regular attendance is necessary for continued employment. Employees must call in to Destiney James as soon as possible to report an absence or tardy. Employees who fail to follow The Visionary Kids Childcare attendance policy will be subject to disciplinary action up to termination.

### **CALL-IN/SICK LEAVE**

Call-in/Sick Leave absences are difficult for the center to adjust to and can create an unsafe and often un-enjoyable workplace. However, the center understands that sometimes employees are ill and/or have emergencies that cannot be anticipated.

Employees will be allowed up to six (6) Call-In/Sick Leave absences per year, without a review. All additional Call-In/Sick Leave Absences each year will be considered unexcused absences beginning with the seventh (7) absence each calendar year.

Employees are required to call in the night before the absence or at least a minimum of two (2) hours prior to the beginning of the work schedule. Employees who call in and leave a message to an answering machine are also required to call the day of the absence by 9 AM and speak personally to a member of management.

Call-ins that cover multiple days will only be counted as one absence if the employee has a Dr's note where the Dr. requires, they be absent from work for multiple days. In this case only the

first day would be considered a Call-in/Sick Day. The center will need staff member to provide documentation.

## **TARDINESS:**

Tardiness can create chaos in the early learning environment. This is the reason that tardiness is considered equal to an unexcused absence in most cases. Employees are expected to notify Visionary Kids Childcare at least fifteen (15) minutes prior to being late. Employees are required to be at the facility five to ten (5-10) minutes prior to their scheduled time and to their post within a reasonable amount of time after clocking in (approximately 1 minute) unless special arrangements have been made. Clocking in more than 2 minutes after the start of our shift is considered tardy. The time clock is the official clock.

## **JOB ABANDONMENT:**

If an employee not on an approved leave of absence is not at work for a period of one working day and does not notify the supervisor, Visionary Kids Childcare will assume the employee has voluntarily abandoned the job and has terminated employment with Visionary kids Childcare. Employees who abandon their job will not receive payment for accrued vacation unless this is required by state law and will be paid their final pay period at minimum wage per the “TRAINING WAGE” policy contained in this handbook

## **TEMPORARY LEAVES:**

Visionary Kids Childcare will **NOT** count an absence or tardiness toward the employee attendance record for certain excused reasons. The following are the **ONLY** excused reasons which will not count against an employee: **Jury Duty, occupational injury or illness when dismissed by the Director or Person in Charge after working at least half the employees shift, death**

**of immediate family members, medical emergency or hospital care of self or immediate family members, court subpoena, or military leave. All will require APPROVED DOCUMENTATION upon return to work.**

**Immediate Family Member** is defined as Mother, Spouse, Sister, Brother, Son, Daughter, Stepfamily and/or Grandparents. Every effort will be made to approve leave for other relatives and friends; however, it is at the discretion of the management.

## **MATERNAL AND PATERNAL LEAVE**

There is no paid maternal or paternal leave benefit. If staff member has any personal leave available, they may use it. Maternal and/or paternal leave may be granted for up to 16 weeks without pay.

## **REINSTATEMENT FOLLOWING “EXTENDED LEAVE WITHOUT PAY”:**

Upon return from an “Extended Leave without Pay”, employees may be reinstated according to applicable law. Upon return from a medical or personal leave of absence Visionary Kids Childcare does not guarantee an employee will receive the same shift or position they left with. A comparable position for which an employee is qualified will be considered if available.

### **INCLEMENT WEATHER:**

Visionary Kids Childcare may choose to close due to inclement weather or other extenuating circumstances. When extreme weather conditions or similar circumstances create transportation difficulties that result in late arrival, the Director may authorize up to two hours of such lost time as a pre-arranged absence and not be charged as a call-in /sick leave or tardy. **However, employees are expected to report to work on time, unless given clear confirmation that Visionary Kids Childcare will be closing.** Consult with the Director to learn which radio and television stations to monitor or other methods that are currently used to ascertain if Visionary Kids Childcare will be open or closed in the event of inclement weather.

## **EMPLOYEE SAFETY AND HEALTH**

Safety is every employee’s responsibility, and all employees are expected to do everything reasonably necessary to keep Visionary Kids Childcare a safe place to work. Employees, who observe a safety hazard, have a responsibility to report it to a member of the management team. The following are ways that we can keep Visionary Kids Childcare safe:

1. Persons, unfamiliar or unidentified in the center should be asked their purpose and directed immediately to the Director by the staff member. Alert the director if you suspect any suspicious activities on the premises, including the parking lot.
2. No person shall be allowed to take a child from the center unless they have a code that is designated for them. All other persons must stop at front desk and show identification.
3. Teachers are responsible for identifying and documenting procedures for transitions in and out of the room, playground, field trips, and emergencies.
4. No child should be left alone for any reason. All rooms should have constant supervision.
5. **Volunteers, parents, and visitors are not considered staff** and do not count toward ratios, Children should not be left alone with them.
6. The playground area is to be considered as a part of the classroom. All areas that are being used by the children need to have constant and direct supervision by staff.
7. Report any work-related accidents to the center director immediately. An incident report form should be filled out and should include the nature of the injury, how it happened, the time of day, and witnesses, etc.

### **WORKPLACE VIOLENCE:**

Visionary Kids Childcare has a zero tolerance for workplace violence and threats. Employees must promptly report any threat of violence or physical act of violence to the appropriate supervisor or management personnel. Violations of this policy will result in disciplinary action up to and including termination of employment.

### **HARASSMENT AND/OR THREATS FROM NON-EMPLOYEES:**

Visionary Kids Childcare will not tolerate threats of violent acts against its employees in any form. Such conduct will result in disciplinary action. Employees should contact the administration should such incidents occur.

## **PERSONAL CONDUCT:**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with Visionary Kids Childcare, employees have a responsibility to the company and to their fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict the individual rights of an employee, but rather to be certain that everyone understands exactly what type of conduct is expected and necessary. Visionary Kids Childcare will be a better place to work for everyone when each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct.

As representatives of Visionary Kids Childcare and as role models for those we serve, employees will at all times conduct themselves in a manner which will reflect positively on both

Visionary Kids Childcare and themselves, according to the accepted standards of the community we serve. Service to the children and to the public shall be courteous, considerate, and prompt. An employee is always an example!

## **DRESS CODE:**

1. Management team and office personnel – May wear “dress up clothing” or dress according to the general employee dress code. Professional style name tags will be worn with “dress up clothing” at all times.
2. General Employees – Must wear a Visionary Kids Childcare polo shirt in an approved color every day with khaki bottoms. Each employee is given one shirt each year and then will be able to purchase additional shirts if the employee so desires. During the summer months Visionary Kids Childcare t-shirts and jeans; however, tank tops, spaghetti straps, tube tops, and any midriff or cut-off shirts are not allowed. Shorts are acceptable if they are below the knee. No sweatpants, skirts, pajama type bottoms. Employees must wear closed toe shoes at all times. Employees should not have visible tattoos, and piercings are limited to two piercings per ear. No other piercings should be visible while at Visionary Kids Childcare. Hair needs to be clean and neat, and makeup, if worn, needs to be tastefully applied.
3. When leaving Visionary Kids Childcare employees must change out of their center uniform shirt. Employees, who do not change, must go directly home without stopping anywhere.
4. The management team members at Visionary Kids Childcare have the right to determine if clothing is tasteful and appropriate beyond the terms listed above and require a change in dress if they feel it is necessary.

## **SOLICITATION/DISTRIBUTION:**

Employees are not permitted to solicit for any purpose during their working time due to the fact that solicitation not only causes an employee to neglect their own work, but also interferes with the work of others.

An employee shall not solicit another employee for membership or subscriptions for any public or private enterprises or for gifts of any nature during either employee's working time. The circulation or distribution of any petitions or other printed material on Your Center Name property and/or the posting of written solicitation on a Visionary Kids Childcare bulletin board or any where on the property is strictly prohibited.

### **CELLULAR PHONE POLICY:**

All personal cell phones, pagers, or PDAs must not be in the classrooms during a scheduled shift. Exceptions for emergencies will be allowed only with the approval of Visionary Kids Childcare. The school cell phone is to be used for field trips and emergencies. This phone will be used as an alternate means of communication should our normal phone service become interrupted. Violating this policy may result in immediate dismissal.

### **PERSONAL PHONE CALL POLICY:**

Personal phone calls may be taken if an emergency exists. Messages for all other calls will be taken and given to employees by the end of their workday. In the event of an emergency or special circumstance, employees may make outgoing personal telephone calls with the special permission of a member from the management team.

### **PUBLIC RELATIONS:**

Public relations are a top priority for every employee. Employees must take the lead in this area and go out of their way to be friendly, helpful, and courteous to all, who come to Visionary Kids Childcare , come across the center property, or even just call on the phone. It is unthinkable that anyone would pass someone in the property without a smile and/or a hello (whether they are a stranger, client, customer, or fellow employee). Remember that the reception people receive from Visionary Kids Childcare Employees will greatly influence their attitude and confidence in the center as a whole.

### **MEDIA INQUIRIES:**

Inquiries from newspaper, radio, television stations and other sources of public information must be immediately referred to the management.

### **CONFIDENTIALITY:**

While working at Visionary Kids Childcare you may be exposed to information regarding children, families, and other employees that may be sensitive and confidential. Such information should never be discussed casually. You should keep discussions with staff on a professional level. In addition, you should not discuss confidential information concerning the center. No one is permitted to remove or make copies of Visionary Kids Childcare records, reports, or documents without the Directors approval.

Visionary Kids Childcare believes that compensation and related information is a personal matter. An individual's wages, benefits, etc. should not be discussed with coworkers or parents, it should be discussed only with the Director.

You are expected to maintain confidentiality during employment and after leaving the center. Disclosure of confidential information is a serious matter and disciplinary action may be taken.

## **SOCIAL MEDIA**

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social network, such as Facebook, Instagram, LinkedIn and Twitter; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. Because online postings can conflict with the interests of Visionary Kids Childcare demy and the families we serve, the Company has adopted the following policy. Failure to abide by this policy may result in counseling and disciplinary action, including termination of employment.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers (parents), partners, and competitors.
4. Social media activities should not interfere with work commitments. Refer to cell phone usage policies.
5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of Visionary Kids Childcare.
6. Do not reference or site parents, children, or co-workers without their express consent. In all cases, do not publish any information regarding a parent during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. Visionary Kids Childcare logos and trademarks may not be used without written consent.
9. When choosing who has access to your social networking site, employees should not allow parents or children of your organization direct involvement. Professional judgment should be taken.

## **NO GOSSIP POLICY**



In the workplace, gossip is an activity that can drain, distract and downshift employee job satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional workplace, we are making a commitment to change our atmosphere to be gossip free.

**In order to have a more professional, gossip free workplace we will:**

1. Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
2. Refuse to participate when another mentions a person who is not present in a negative light. I will change the subject or tell them I have agreed not to talk about another.
3. Choose not to respond to negative email or pass on private or derogatory information about any person in the center.
4. While off the job, speak to another co-worker about people at work in a derogatory light. If I have feelings, I will select to talk to someone not at the workplace.
5. If another person in the center does something unethical, incorrect, against Procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.
6. I will mind my own business, do good work, be a professional adult and expect the same from others.

**Remember gossip is something that you choose to do and you can choose NOT to do it!!!**

**CONFLICTS OF INTEREST:**

Employees shall avoid any conflicts of interest and appearance of conflicts of interest in all professional and personal activities. Employees are not allowed to solicit, obtain, accept or retain any personal benefit from any supplier, vendor, individual or organization doing or seeking business with Visionary Kids Childcare.

As used here, "personal benefit" means gift, gratuity, favor, service, or compensation in any form, discount, special treatment or anything of monetary value, beyond business courtesies.

This policy does not relate to "reasonable" gifts from students and/or clients during customary times when such gifts would be given to a "teacher".

**OUTSIDE EMPLOYMENT:**

Visionary Kids Childcare does not prohibit employees from taking other employment. However, employment can create the potential for conflict of interest and can detrimentally affect an employee's performance of job duties. Therefore, employees must inform their supervisor of outside employment and obtain approval of the management, this to include employees wishing to obtain a part-time or additional job in conjunction to their Visionary Kids Childcare position. Any such work must not interfere with any specific duties or relationships at Visionary Kids

Childcare . Employees may not pursue any other employment, business, or profession during the hours they are employed by Visionary Kids Childcare , nor may employees engage in any employment which may adversely reflect on the reputation of Visionary Kids Childcare

### **CONDUCT WITH CLIENTS:**

Our staff members are required to keep all relationships with the parents on a professional basis only (i.e. no dating, flirting with, or gossiping about the clients/parents, etc.) Anyone conducting a relationship with a client in a non-professional manner will be subject to discipline and possible dismissal. Additionally, Visionary Kids Childcare employees are prohibited from working for parents in their home or in any other manner outside of Visionary Kids Childcare this includes any type of “care for hire.” Any violation of this policy may lead to immediate dismissal.

### **NON-COMPETE CLAUSE:**

Visionary Kids Childcare considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. It is also inappropriate for employees to solicit to work for or with parents and clients and/or to agree to work for them either in their business or homes or at the businesses in which they work or have influence over hiring and/or promotion decisions. Therefore all employees are required to sign a statement that they will not engage in “care for hire” or any employment by or for any past or current client family of Visionary Kids Childcare while currently employed by Visionary Kids Childcare or for eighteen (18) months after their last day of employment.

### **CHILD ABUSE REPORTING POLICY:**

State law requires that Visionary Kids Childcare and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Visionary Kids Childcare our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be brought to the attention of the director and the director will make the report to the Child Protective Services for investigation. Visionary Kids Childcare is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment. **SEXUAL AND OTHER FORMS OF HARASSMENT:**

Visionary Kids Childcare is committed to providing a work environment that is free of harassment of any type, including harassment due to race, color, disability, age, gender, religion, or national origin. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender. Harassment is against the law and will not be tolerated.

All management personnel, as part of their job duties, will be responsible for preventing and eliminating harassment in their work areas. Maintaining a work environment free of any type of

harassment is an affirmative obligation of all Visionary Kids Childcare employees.

## **DISCIPLINE/GUIDANCE POLICY**

At Visionary Kids Childcare we believe in positive discipline and redirection to teach children boundaries and proper behavior in a group setting. In older groups, a “cool down time” may be necessary to take the child out of the situation, so that they can calm down and think about their behavior. We expect our teachers to model the behavior that they expect from the children. Children learn best from positive adult role models, so our teachers will treat each child with respect and patience. Positive statements will act as reinforcement for positive behaviors. Discipline will be appropriate to each child and their developmental level.

Any demeaning, humiliating, or abusive language toward a child will not be tolerated. No physical abuse, corporal punishment, or threats of corporal punishment will be allowed. Discipline may not consist of leaving the child alone in a room, taking away food, drink, bathroom, or making the child stay silent for an unreasonable length of time.

Recurrent discipline problems may result in a parent meeting with the teacher and Director. Together we will try and reach a solution to try and improve the behavior situation. If no solution can be reached or inappropriate behavior continues despite the resolution, the Director reserves the right to remove a child from the center.

## **HOUSEKEEPING:**

1. Each classroom should be left in an orderly manner following each activity. Each teacher is responsible to clean his/her room including, but not limited to vacuuming, mopping, cleaning sinks, toilets and mirrors, cleaning tables, dusting, and organizing cubbies and shelves.
2. Furniture and Equipment should be cleaned with soap and water at least twice a day. If any item becomes soiled with blood, vomit, soils or toileting accidents, it shall immediately be cleaned with soap, water and disinfectant. When children eat at tables, the table should be disinfected before and after usage.
3. Bathrooms shall be cleaned and disinfected several times a day and shall be left clean at the end of the day. If at any time the bathroom becomes soiled with blood, vomit, spills or toileting accidents, it shall immediately be cleaned with soap water and disinfectant. 4. Toys shall be cleaned on a consistent basis.
5. All cleaning agents and disinfectants are to be stored out of reach of the children. Cleaning of toys or equipment should not take place while children are present.
6. When cleaning or working with any bodily fluids, staff is required to wear plastic gloves. All soiled clothing must be placed in a plastic bag. Soiled diapers or other disposable items should also be placed in a sealable plastic bag and thrown away.
7. Mats must be cleaned with soap and water or disinfectant before reassignment. All mats must be individually assigned, labeled, and cleaned on a consistent basis.
8. Infant/toddler sheets will be washed daily all others will be washed once a week.

Blankets are to be sent home every Friday for washing.

**To be done when you are not responsible for children!!!**

## **SUBSTANCE USE AND ABUSE**

Visionary Kids Childcare is committed to maintaining a healthy, efficient working environment for its employees and a safe, friendly place for children. With this basic objective in mind, the Visionary Kids Childcare has established the following policy with regard to the use, possession or sale of illegal drugs or the abuse of alcohol.

### **SMOKING POLICY:**

Smoking is always prohibited on Visionary Kids Childcare property or while performing work duties. At no time should a child or parent of the Visionary Kids Childcare observe an employee smoking on Visionary Kids Childcare premises or in a Visionary Kids Childcare uniform shirt.

### **ALCOHOL:**

Visionary Kids Childcare prohibits employees from being “under the influence” of alcohol while performing Visionary Kids Childcare business. Employees may not consume alcoholic beverages or take illegal drugs on our premises. Employees may not report to work under the influence of drugs or alcohol. Such behavior poses a safety threat to the employee, other employees, and the children.

### **ILLEGAL DRUGS:**

The non-prescription use, sale, possession, distribution, manufacture, or transfer of illegal or controlled substances on Visionary Kids Childcare premises or elsewhere during work hours or during non-working time is strictly prohibited. The presence of any illegal drug in an employee, detectable by a drug-screening test, while performing Visionary Kids Childcare business or on Visionary Kids Childcare property is prohibited. If an employee is reasonably suspected of using or being under the influence of a drug or alcohol on the basis of behavioral characteristics or other appropriate information a drug screening test may be required. Violation of any of the above policies regarding substance abuse can result in disciplinary action, which may include immediate discharge for the first offense.

### **UNACCEPTABLE ACTIVITIES/CAUSES FOR TERMINATION:**

Any and all violations of any of the policies listed in this manual and/or in any of the procedural handbooks of the center shall constitute sufficient grounds for termination. This does not alter the “at-will nature” of an employee’s employment under which either an employee or the employer may terminate the employment relationship with or without reason and in the absence

of any violation of these rules. (Procedural handbooks shall include but not be limited to the following: Parent's Handbook, New Teacher Training Handbook, Health and Safety Handbook, Evaluation Handbook, Job Descriptions Handbook or State Licensing guidelines.

## **FIREARMS, KNIVES AND OTHER WEAPONS:**

Employees are prohibited from carrying any type of weapon on Visionary Kids Childcare property including keeping it in a desk, file or any areas of the buildings and grounds or in their personal possession while representing Visionary Kids Childcare. A permit to own a firearm or any other weapon will not override this policy.

## **CLOSING THE SCHOOL:**

It is the closing staff's responsibility to confirm that all children have been picked up before the building is closed for the day. Two staff members must ALWAYS be present when a child is in the center. In the event that a child is not picked up at the closing of the center follow these procedures:

1. Attempt to contact the parents at work, home or any alternate number. 2. If the parents cannot be reached, call the emergency contact number on file. 3. If all attempts are unsuccessful, call the Director.
4. If the attempt to the Director is unsuccessful, and one hour has gone by, call the local police. Parents have been notified in the Parent Handbook that this is our policy.

There will be a late fee of \$1.00 per child for every minute that the children remain after closing. Document the time picked up on the appropriate form. You will be compensated for your inconvenience.

Remember that you may not at any time transport a child or leave a child unattended. It is the parents' responsibility to make arrangements for their child. Do not make yourself liable for a child by driving the child home in your personal vehicle.

## **COVID-19**

Visionary Kids Childcare is dedicated to keeping students, their families, teachers, and staff safe during the COVID-19 pandemic. Our school follows all health and safety protocols as listed by the State of Missouri. In addition, our school implements safety and health measures that reach above and beyond to offer our staff and families a healthy environment for children to learn and grow.

Visionary Kids Childcare has implemented the following additional guidelines for staff during the current phase of the Covid-19 pandemic. These guidelines may change as additional information becomes available and/or updated criteria are sent from state officials. We will update any changes via email/Pro-care connect.

All staff will be REQUIRED to wear masks (above the nose) while on the clock. Failure to do so can/will result in disciplinary action.

All staff are required to continuously follow handwashing procedures as stated in minimum standards and continuously throughout the day. This also includes the handwashing for your children.

All staff will be required to CLEAN and SANITIZE classrooms and all toys during naptime and at the end of the day. All toys touched, placed in mouth, or handled by another child must be immediately put in the dirty toy bucket to be sanitized later.

All staff will have their temperature checked upon arrival. Any staff with a temperature of 99.0 or above or exhibits any other signs of illness will not be admitted into the facility nor permitted to return to work until they are symptom free for 72 hours without the aid of medication.

Any staff who has any of the following new or worsening signs or symptoms of possible COVID-19 shall be sent home immediately at the discretion of the director. • Cough

- Shortness of breath or difficulty breathing
- Chills
- Muscle pain/Headache
- Sore Throat
- Loss of taste of smell
- Diarrhea
- Known close contact with a person who is lab-confirmed to have COVID-19

## **Exclusion from Work**

Employees with the new or worsening signs or symptoms listed above may not return to until:

- The individual may return to work when **all three** of the following criteria are met: ○ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medication)
  - Must have improvement in respiratory symptoms (i.e. cough, shortness of breath)
  - Must obtain a medical professional note clearing the staff for return based on an alternative diagnosis.
- In the case of an employee who has symptoms of COVID-19 or has been exposed to someone confirmed to have COVID-19 the staff member may not return until they have been tested for COVID-19. They must return with a note from a medical professional with a **NEGATIVE** test result.

## **Temporary Closure Protocols**

Upon receiving confirmation of a positive case (child or staff) **Visionary Kids Childcare** will:

- Contact the Health Department for guidance and plan
- Notify Child Care Licensing
- Notify\_Visionary Kids Childcare families
- Implement the requirements/directives cited by the Health Department and Child Care

Licensing

- Please note, Visionary Kids Childcare may choose to go OVER and BEYOND the requirements given to us from officials if we feel necessary to keep everyone safe.

Visionary Kids Childcare will determine every situation on a case by case basis to determine whether a staff member will be paid or not during time off when COVID-19 is a factor. Some factors will include where exposure happened, financial status of the center, and how long staff members will be out.

## **Visionary Kids Childcare LLC Employee Handbook**

**By signing this form, I agree that I have read and been provided with a copy of the Visionary Kids Childcare Employee Handbook. I further agree that I understand and will abide by all policies and procedures set forth in this handbook. I understand that by signing this form it is not a contract between the employer and the employee and employment can be terminated at any time. This handbook is for informational purposes only and is subject to change at any time.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_