



Personnel Handbook

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Introduction

Mission Statement

Our Mission at *Bright Beginnings Child Development Center* is simple. We strive to provide a safe, nurturing, and inspiring school environment full of academic rich materials and plentiful opportunities to ensure each child gets the best possible start in life. We offer structured but learning rich and fun programs that are developmentally and age appropriate for each child. Our facility is open to all children ages 6 weeks to 12 years of age of the Las Vegas community, as well as surrounding areas.

Preface

Bright Beginnings Child Development Center, LLC is a brand new child care facility that focuses on guiding children to build proper social skills while teaching them the basic information they need to succeed in life. Bright Beginnings is the first curriculum based child care facility in Las Vegas that accepts children as early as 6 weeks old.

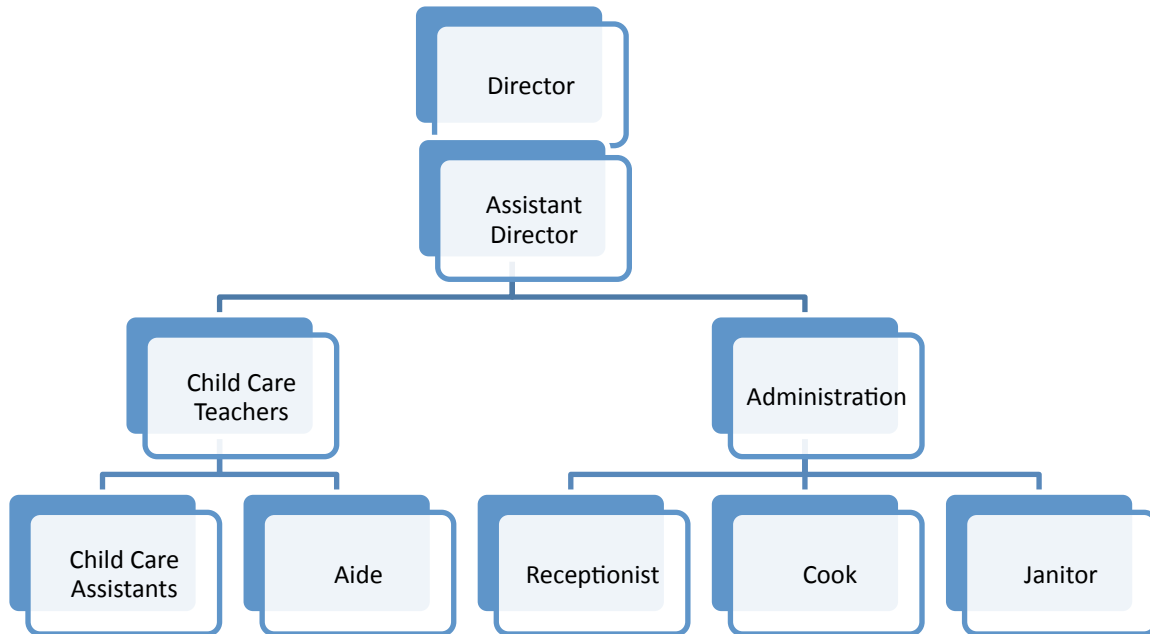
We have prepared this Handbook to provide you with information about our policies, rules, and benefits. Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. If you have any questions regarding this Handbook or your employment with Bright Beginnings, please contact your supervisor or the Director.

This Handbook is not a contract of employment or a promise of continued work. This Handbook should not be read to create a contractual relationship between an “employee at-will” and Bright Beginnings Child Development Center, LLC. “At-will employees” are free to resign at any time, with or without notice. Bright Beginnings also reserves the same right, and can terminate your employment at any time for any reason.

Changes in policies or benefits may become necessary and may have to be instituted without advance notice. We will, however, try to keep you informed of all changes as soon as possible through the distribution of replacement pages in your Handbook or through a memorandum. Any conflict between this Handbook and our policies or benefit plans will be resolved in favor of the then current policies and plans.

Employment Practices

Organizational Chart



Employee Classifications

Bright Beginnings has numerous employment classifications. Below is a list of the employment classifications and the job description of each classification.

Director

The director is responsible for overseeing all activity. Responsibilities include but are not limited to:

- a. Hire employees, interview candidates for employment, determine corrective action towards misconduct of employees, terminate employees, approve time off requests, evaluate employees' performance
- b. Approve curriculum, substitute classes if needed, determine corrective action towards misconduct of children, expel children if needed
- c. Oversee tuition collections (make sure tuition is paid when due), oversee vendor payments (make sure vendors are paid when due), oversee all orders (office supplies, food, classroom supplies, cleaning supplies) to ensure proper stock of items needed to conduct business

Assistant Director

The assistant director is responsible for assisting in overseeing all activity in the facility. Assistant director must fulfill all director duties when Director is not present.

- a. Interview candidates for employment, determine corrective action towards misconduct of employees, approve time off requests, evaluate employees' performance
- b. Approve curriculum, substitute classes if needed, determine corrective actions towards misconduct of children, expel children if needed
- c. Oversee tuition collections (make sure tuition is paid when due), oversee vendor payments (make sure vendors are paid when due), oversee all orders (office supplies, food, classroom supplies, cleaning supplies) to ensure proper stock of items needed to conduct business

Child Care Teachers

- a. Make curriculum for the classroom, submit curriculum to Director for approval, follow approved curriculum
- b. Supervise children at all times, make sure each child is receiving adequate care, make sure each child is making progress in learning
- c. Supervise child care assistants, make sure they are assisting you with the children

Child Care Assistants

- a. Substitute classes when needed
- b. Assist child care teachers with curriculum or whatever is needed
- c. Ensure children are being supervised at all times

Aide

- a. Assist teachers and assistants with children, make sure each child is receiving adequate care
- b. Ensure children are being supervised at all times

Administration

- a. Process tuition payments, ensure tuition payments are paid when due,
- b. Process timesheets, print payroll checks, distribute payroll checks
- c. Ensure vendors are paid when due
- d. Ensure taxes are filed and paid when due

Receptionist

- a. Answer telephone, file paperwork, ensure all employee files are complete, ensure all children's files are complete
- b. Assist director, teachers, administration with whatever is needed
- c. Ensure all guests check in and guide them to their destination
- d. Substitute classes when needed

Cook

- a. Prepare monthly menu and submit it to the Director for approval
- b. Submit food order form to the Director so she may place order with food company
- c. Prepare and serve nutritious meals to children, try to prepare the meals on the menu each day
- d. Maintain a clean, sanitary kitchen
- e. All dirty dishes must be cleaned thoroughly immediately after each use

Janitor

- a. Ensure the entire center is as clean as possible at all times, indoors and outdoors
- b. Notify the Director immediately if you notice any possible dangers for the children
- c. Ensure waste is properly disposed of
- d. Assist the cook with cleaning the kitchen, if necessary
- e. Assist director, teachers, administration, and receptionist with whatever is needed

New Employee Orientation Period

Each new employee of *Bright Beginnings* is provided with a copy of this Personnel Manual and other policies which are appropriate to the laws which govern this profession.

Every new employee goes through an initial orientation period for the first six months of employment with *Bright Beginnings*. During this period, you will become acquainted with your job, and it will give us an opportunity to fairly evaluate your progress and potential. If, during the six months, you fail to qualify for continued employment, you will be informed of Bright Beginnings decision. Participation in or completion of the orientation period does not guarantee continued employment and does not change your status as an at-will employee.

We intend to help you successfully complete your orientation period by providing you with the necessary information and instruction to perform your job. We want to see you succeed in every possible way so let your supervisor know if you have any questions.

Documentation required by all Employees

Our licensing agency, the State of New Mexico Children Youth and Families Department, requires certain documents to be on file for each employee.

1. Name, address and telephone number
2. Position
3. Background check
4. Employment history verification
5. Documentation of current first-aid and cardiopulmonary resuscitation training
6. Documentation of all appropriate training by date, time, hours, and area of competency
7. Emergency contact number
8. Universal precaution acknowledgment form
9. Confidentiality form
10. Results of performance evaluations
11. Administrative actions or reprimands
12. Written plan for ongoing professional development for each staff member, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals
13. Signed acknowledgment that the staff have read and understand the personnel handbook
14. Signed acknowledgment that all staff have reviewed and are aware of the center's disaster preparedness plan and evacuation plan, which shall include steps for evacuation, relocation and

reunification with parents, and individual plans for children with special needs

Personnel Records

Bright Beginnings maintains personnel records for every employee. The information contained in your personnel file is needed to send you mail, compute your payroll deductions and otherwise comply with various state and federal laws and regulations. It is important to both you and *Bright Beginnings* that your personnel record is kept accurate and up to date. Therefore, we ask that you immediately notify *Bright Beginnings*, in writing, if there are any changes in the following information:

1. Change of address and/or telephone number
2. Change in marital status
3. Change in name
4. Change in the person you designated to be notified in case of an emergency
5. Change in the status of your W-4 exemptions
6. Convicted of a felony or any other crime that is related to the provision of child care

All such information will be treated as highly confidential and will only be available to the employee and those people with a need to know the information.

Due to the nature of our work, i.e. working with children, we must be candid on all references and reference requests. Attaining references is an important step in the hiring procedure; we will be contacting the references you provide. If a prospective employer calls for a reference, it is our policy to review your personnel file and notify them of performance appraisals and any disputed items that you indicated therein, i.e. you have the option of disputing any negative feedback that is documented on performance reviews. Our commitment to children requires us to be honest. In the event that a negative reference is forthcoming, we will supply facts only not opinions.

Hours of Operation

Bright Beginnings is open from 7:30 a.m. to 5:30 p.m. Monday – Friday. The Afterschool Program operates from 2:30 p.m. to 5:30 p.m. Monday – Friday, except when the Las Vegas schools have half days when it will operate from 12:30 p.m. to 5:30 p.m. Hours of operation may be revised by the Director as needed.

Scheduling will vary depending on the requirements of each position. Scheduled work time may include staff meetings, parent conferences and classroom preparation. All decisions regarding staffing are at the discretion of the Director. Teachers are equitably responsible for sharing the early and late shifts. Exceptions to this may be granted by the Director in cases where both teachers agree to the terms of the schedule. All arrangements shall be reviewed as necessary by the Director which will consider programmatic, personnel, and financial circumstances.

Religious and National Holidays

Bright Beginnings will be open during most national holidays for the exception of the following holidays listed below (only if these holidays fall on a week day):

- New Years Day
- Good Friday
- Fourth of July
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Performance Appraisals

Administrative Staff

New administrative staff is evaluated at six months and on their anniversary of being hired for their current position. All Administrative staff is evaluated yearly on their anniversary date of being hired. Parents, Staff and Administration provide feedback for the evaluation. The feedback that is received is compiled by the Director. The Director and the Administrative staff member will meet to review the evaluation and the compiled feedback. During this meeting, goals for improvement are set for the following year. Raises will be reflective of performance. Raises are dependent upon budgeting and are at the discretion of the Director.

Teachers

The evaluation process for teachers is a merit-based system. New Teachers are evaluated at six months and on their anniversary of being hired. All teachers are evaluated yearly on the anniversary date of being hired. Parents, Staff and Administration provide feedback for the evaluation. The feedback that is received is compiled by the Director and is confidential. The Teacher and the Director will fill out a career lattice packet throughout the year. This packet is used during the yearly evaluation to determine a Teacher's strengths and areas in need of improvement. The Teacher and the Director will meet to review the career lattice packet and the compiled feedback. During this meeting, goals for improvement are set for the following year. A recommendation is made by the Director for merit increase. A Teacher's merit increase is based on the information gathered in the career lattice packet. The career lattice packet is used to determine a teacher's merit pay increase. This merit pay may vary from year to year depending on the budget.

Receptionist, Cook, Janitor

The Receptionist, Cook, and Janitor are evaluated at six months and again on the anniversary of their hire date. Parents and Staff provide feedback. The Director compiles the feedback. The Receptionist, Cook, and Janitor will meet with the Director and discuss the strengths and areas in need of improvement, goals for the coming year will be set.

If performance issues arise, for any staff member at any time, a meeting to discuss performance will be scheduled and a time frame for improvement will be set.

Training Requirements

The state of New Mexico requires staff members who work directly with children to have training. The following requirements are from the New Mexico Administrative Code (NMAC) Title 8, Chapter 16, and Part 2. The issuing agency for these requirements is the Children, Youth and Families Department. A copy of the following training requirements along with all the licensing regulations will be available to you upon request.

New Staff Members

New staff members working directly with children, regardless of the number of hours per week, will complete the 45-hour entry level course or approved 3-credit early care and education course or an equivalent approved by the department prior to or within six months of employment.

Continued Training Requirements

Each staff member working directly with children and more than 20 hours per week is required to obtain at least 24 hours of training each year. Each year begins and ends on the anniversary date of employment. Training must address first aid, CPR, infection control and at least three competency areas within one year and all seven areas within two years. The competency areas are:

- a. Child growth, development, and learning
- b. Health, safety, nutrition, and infection control
- c. Family and community collaboration
- d. Developmentally appropriate content
- e. Learning environment and curriculum implementation
- f. Assessment of children and programs
- g. Professionalism

Other Requirements

- a. Training must be provided by people who are registered on the New Mexico trainer registry.
- b. Training provided by center employees and directors shall count for no more than half of the required 24 hours of training each year.
- c. On-line training courses shall count for no more than 16 hours each year.
- d. Identical trainings shall not be repeated for the purpose of obtaining credit.
- e. Directors may count hours in personnel and business training toward the training requirement.
- f. Infant and toddler care givers must have at least four hours of training in infant and toddler care annually and within six months of starting work. The four hours will count toward the 24-hour requirement.

Employment Philosophies

Grievance and Communications: Our Open Door Policy

Each person shall act in a responsible manner and continually strive to improve *Bright Beginning's* operational efficiency and well being. It is our goal to have a pleasant and productive working environment at all times. Our ability to achieve this goal depends on all of us showing mutual respect to each other and maintaining open lines of communication. Therefore, we have an "Open Door Policy." This means that if you have any questions about your job, complaints of any kind, or opinions about matters which affect your employment, we encourage you to discuss them first with your immediate Supervisor. If your questions or concerns are not able to be answered or resolved by your Supervisor, we encourage you to discuss them with the Director.

We are always willing to help you with any work-related problems, or listen to your suggestions or complaints. If we do not know about your problems, suggestions, or complaints, we cannot begin to address them. We encourage your input, our doors are always open, and we hope that you will help keep the lines of communication between us open at all times.

Equal Employment Opportunity

Equal Employment Opportunity is a fundamental principle that *Bright Beginnings Child Development Center, LLC* stands by, where employment is based upon personal capabilities and qualifications without discrimination on race, color, religion, sex, sexual orientation, marital status, age, national origin, citizenship status, disability, veteran status, or any other protected classification. This policy of Equal Employment Opportunity applies to all policies and procedures relating to hiring, compensation, benefits, termination and all other terms and conditions of employment.

If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of the Director. Be assured that all such complaints will be treated with confidentiality and will be thoroughly reviewed by management.

Code of Conduct

As an employee of *Bright Beginnings*, you need to set a positive example for children. Your responsibility as an employee of *Bright Beginnings* is to perform your duties to the best of your ability so that we can all continue to grow and succeed. This responsibility carries numerous obligations such as obeying *Bright Beginning's* rules, cooperating with management and co-workers, and remaining loyal to setting a positive learning environment for the children. While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude or conduct fall short of our established standards, we will not hesitate to take appropriate action. Such action will range from oral or written warnings to termination. Some types of misconduct are so intolerable that termination may be imposed for even the first offense.

The rules set forth below are not designed for the purpose of interfering with or restricting your rights. Instead, our goal is to protect the mutual rights and interests of *Bright Beginnings* and all of our employees. The Director always reserves the right to impose punishment at her discretion, depending on the facts and circumstances of the situation.

Violation of the following rules will generally result in an oral warning for the first offense, a written warning for the second offense, a suspension for the third offense, and termination for the fourth offense, subject to the discretion of the Director and the situation:

1. Failing to maintain satisfactory work performance
2. Unexcused or excessive absenteeism or tardiness
3. Uncooperative attitude
4. Failure to immediately report any work-related injury or accident

Committing any one of the following serious violations will result in immediate termination for the first offense and proper authorities will be notified, if applicable:

1. Placing children or staff in immediate physical danger
2. Theft, participating in a theft, or attempted theft of Bright Beginning's property or the property of any employee or visitor
3. Failing or refusing to cooperate with Bright Beginnings in an investigation of a theft or a suspected theft of another employee's or Bright Beginning's property, or other conduct harmful to Bright Beginnings
4. Dishonesty, lying, embezzlement, falsifying any record (including employment application), no matter when discovered, falsely reporting any act or transaction or attempting to defraud Bright Beginnings by any means, including making a false or fraudulent statement regarding absences, overtime, worker's compensation claims, falsifying financial records, falsifying or padding your time records or time records of another employee
5. Damaging, destroying or harming Bright Beginning's property or the property of another employee or visitor
6. Fighting or assaulting or attempting to assault any member of management, employee or visitor, or deliberately provoking or inciting another person to engage in an assault or fight
7. Possessing firearms, or other dangerous weapons or materials on Bright Beginnings premises (including the parking lot area) or in connection with the business without permission from management
8. Involvement in any illegal activities on Bright Beginnings premises, or in connection with the business
9. Disloyalty, including disparaging, maligning, or defaming the reputation of Bright Beginnings or any of its employees
10. Negligent performance of work assignments or deliberate concealment of defective work
11. Insubordination, including refusing or failing to obey a work request or instruction of any member of management, or encouraging another employee to refuse or fail to obey such a request or instruction

12. Violation of Bright Beginning's Equal Employment Opportunity, Sexual Harassment Policy, or Other Types of Harassment
13. Violation of Bright Beginning's Drug and Alcohol Policy
14. Instigating, encouraging, or participating in any illegal work stoppages slowdowns, or other interference with, or restrictions of Bright Beginnings operations

Appearance and Dress

While we respect your individuality, your neat appearance and proper attire are important to our ability to maintain a professional atmosphere and leave a favorable impression with our patrons and visitors. A uniform may be required to be worn by all staff. We also strive to maintain a professional atmosphere, and rely on your good judgment in this area. Your clothing should be tasteful, clean, neat, and appropriate for our duties.

Conflicts of Interest

As an employee of *Bright Beginnings*, it is expected that you will avoid actions that involve, or appear to involve, conflicts of interest between your duties and other business ventures or personal relationships. It is in your best interest and that of *Bright Beginnings* that you act with discretion and good common sense in conducting all business in behalf of *Bright Beginnings*.

Unlawful Discrimination and Harassment

Bright Beginnings is committed to provide a work environment free of unlawful discrimination and harassment. *Bright Beginnings* maintains a strict policy prohibiting discrimination and harassment and will not tolerate employees, patrons, vendors, volunteers, or anyone else associated with our business engaging in any behavior related to discrimination or harassment.

Sexual Harassment Defined

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: submission to the conduct is made a term or condition of employment, submission or rejection of the conduct is used as a basis for employment decisions affecting the individual, the conduct has a purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes many forms of offensive behavior. The following is a partial list:

- a. Unwanted sexual advances
- b. Offering employment benefits in exchange for sexual favors
- c. Making or threatening reprisals after a negative response to sexual advances
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Staff Member's body or dress
- f. Verbal sexual advances or propositions
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually

- degrading words to describe an individual, or suggestive obscene letters, notes, or invitations
- h. Physical conduct such as touching, assault, or impeding or blocking movements
- i. Retaliation for reporting harassment or threatening to report harassment

Other Types of Harassment

Prohibited harassment on the basis of race, color, national origin, religion, age, disability or any other protected basis, includes behavior similar to sexual harassment, such as:

- a. Verbal conduct such as threats, epithets, derogatory comments, or slurs
- b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement
- d. Retaliation for reporting harassment or threatening to report harassment

Procedure for Complaints of Discrimination and/or Harassment

If you believe you have been discriminated against or harassed on the job, or if you are aware of the discrimination or harassment of others, you should provide a written or verbal complaint to the Director as soon as possible. The complaint should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

All reported incidents of discrimination and/or harassment will be fully investigated. The privacy of the person reporting any incidents of this nature will be protected. *Bright Beginnings* expects all staff members to fully cooperate with the investigation process.

If it is determined that discrimination and/or harassment has occurred, *Bright Beginnings* will take proper remedial action. Furthermore, action will be taken to deter any future discrimination and/or harassment.

Employee Compensation

Compensation

Bright Beginnings strives to offer its staff members with competitive wages. We will try to keep the wages we offer our staff members as close to our competitors as possible. Salaries and raises depend on the company's financial position.

Payday and Payroll Deductions

Paychecks are issued on the 1st and 16th of each month and cover the preceding pay period. There are two pay periods per months, the first pay period runs from the 1st of the month to the 15th and the second pay period runs from the 16th of the month to the last day of the month. If a payday falls on a weekend or holiday, paychecks will be issued the Monday after the weekend or holiday.

Your check stub itemizes the amounts and descriptions of all deductions from your gross earnings such as Federal and State Taxes, Social Security, and any other legally required deductions.

Paychecks will be available for pick-up after 3:00 p.m. on the scheduled payday. Employees must sign for their paychecks at the administration office. Employees must pick up their own paycheck unless another person is authorized in advance and in writing.

Timesheets

The attendance of all employees is recorded daily by your personal Employee Code. You will be given a code at the start of your employment and you will be required to keep the code safe. You are responsible for remembering your code and not sharing it with others. You are also responsible for entering your code in the computer in the reception area when you arrive to clock in and again before you leave to clock out. You will get a tutorial when you receive your code.

Insurance

Workers' Compensation Benefits

Bright Beginnings is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor. In the case of an emergency, you should go to the nearest hospital emergency room for treatment. An accident report form must be completed and received by the Director within 48 hours of your injury or accident. *Bright Beginnings* will, upon request, provide you with the appropriate form. In addition, if you are aware of an injury suffered by a fellow employee, please inform the Director as soon as possible.

Social Security

Social Security benefits provide a source of supplemental retirement income. Under Federal law, *Bright Beginnings* is required to withhold, from eligible employees' paychecks, a certain percentage of earnings for Social Security (FICA). Additionally, *Bright Beginnings* pays a certain percentage of your earnings and then forwards the total amount to the federal government, where it is credited to your personal Social Security amount.

Unemployment Insurance

Bright Beginnings pays into an insurance fund established by the state for your income protection in the event you lose your job, cannot find another one, and are eligible for this benefit. The entire cost of this coverage is paid by *Bright Beginnings*.

Other Benefits

Child Care Benefit

Eligible employees who have a child enrolled at *Bright Beginnings* are allowed a discount on the child's tuition. The child care discount may be re-formulated from time to time if the number of employees who use the child care benefit increases in a given year such that *Bright Beginnings* is unable to stay within the budgeted amount for discounts. The Director is responsible for tracking this budget and will inform staff of any necessary changes.

Qualified Employee Retention Benefits

Eligible employees who have been employed at least one year with *Bright Beginnings* will be considered for one or multiple retention benefits including annual raises based on performance, discount on child care tuition, and or earned sick and vacation leave. Review of eligible employees for employee retention benefits will be at the director's disclosure.

Policies and Procedures

Parent Involvement

Bright Beginnings maintains an open door policy and welcomes parents to visit at any time during business hours. Parents must sign in with the receptionist when visiting, please make sure they have signed in as they arrive. We encourage you to carry on as normal when parents are visiting. We do notify parents that they need to minimize disrupting the classroom as much as possible and they need to respect our rules and encourage their children to respect the rules also. We encourage the parents to consult their child's teacher before visiting so you can inform them on how to assist you with the learning process.

Bright Beginnings encourages teachers to keep the lines of communication with the parents open. Parents are the number one educator for their children, so we want to further what we teach them by informing the parents of what their children learn so they may reinforce it at home.

Health Policies

Staff

Bright Beginnings strives to provide children with a facility that is as healthy as possible. Teachers are required to guide children to wash hands frequently. Teachers are also required to regularly wash and disinfect toys and play equipment. The janitor is required to regularly wash and disinfect floors, tables, chairs, bathrooms, changing surfaces, and any other items children use on a regular basis. The cook is required to keep a sanitary work area while preparing meals to prevent illness.

Bright Beginnings trusts that all staff members know when an illness may be contagious. If you are ill and believe you may spread your illness to other staff members or children, we request that you notify the Director immediately so she can find a substitute to replace you until you feel like you can return to work.

Children

Teachers, if you notice an ill child, we advise you to notify the parents immediately so they may pick up the child before he/she spreads the illness to others. If you are concerned that the child's illness is contagious, we advise you to take the child to the receptionist area to wait for the parents so the child may not spread the illness to others in the classroom.

The child should be removed from the facility when:

- a. He/she shows signs of infection such as: fever, vomiting, diarrhea, unknown skin rash, evidence of head lice, severe coughing, wheezing, or other difficulty breathing, or any abnormal behavior
- b. The illness requires more care than you are able to provide without compromising the needs of other children in the group
- c. Keeping the child in care provides an increased risk to the child or to the other children or adults with whom the child will come in contact with

Child Abuse Reporting

We are required by state law to report any incidences of suspected child abuse. Our number one priority here at *Bright Beginnings Child Development Center* is the safety of the children. If you suspect a child has been subjected to abuse or if the child comes to you or another staff member and you overhear the child stating something that is “suspect” to child abuse, you are required to notify the Director immediately. PARENTS DO NOT NEED TO BE NOTIFIED if a call is placed to Children, Youth, and Families Department (CYFD).

Attendance

Bright Beginnings depends on its employees to operate efficiently so it is important that you attend work as scheduled. You must notify your supervisor as far in advance as possible, but no later than your scheduled starting time if you expect to be late or absent. Failure to call in personally to report absence or tardiness is a violation of the rules, and the absence or tardiness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or tardiness, except in emergency situations. If you are notified of a personal emergency, notify the Director immediately.

In the event of excessive absence or tardiness, you may be required to submit evidence verifying the reason for your absence or tardiness. Failure to provide the requested evidence will result in termination.

Smoking Policy

All staff members of *Bright Beginnings* are required to model positive choice making that is beneficial to the development of children. Children are influenced by the actions of their elders so it is your responsibility as a role model of the children who attend *Bright Beginnings* to model positive choice making behaviors. Smoking is not permitted in or near the vicinity of *Bright Beginnings Child Development Center*.

Drug and Alcohol Abuse

As stated above in the Smoking Policy, all staff members of *Bright Beginnings* are required to model positive choice making that is beneficial to the development of children. Any use, distribution, or possession of drugs or alcohol is not permitted in or near the vicinity of *Bright Beginnings Child Development Center*. These activities constitute serious violations of the rules, jeopardize the safety of the children, and can substantially interfere with job performance. Staff Members in violation of the policy are subject to appropriate disciplinary action and may include termination.

Resignation

In order to ensure proper staffing throughout the year and minimize disruption to the children, *Bright Beginnings* requests that staff members leaving voluntarily give a written two-week notice.

Job Abandonment

A staff member will be considered to have abandoned their job when he/she fails to call in and notify *Bright Beginnings* of the reason for absence from work for two consecutive work days. When a staff

member has abandoned his/her job that staff member shall be immediately terminated. Such termination will be considered termination for misconduct and shall not be subject to any form of grievance procedure or review.

Termination

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, *Bright Beginnings* observes the right to end the employment relationship at any time, with or without cause or notice.

Although employment may be terminated at-will by either the employee or the center at any time without following any formal system of discipline or warning, the center may exercise discretion to utilize forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken, no formal order or procedures are necessary. Either you or the center may terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice.

Certificate of Receipt

I have received a copy of the *Bright Beginnings Child Development Center, LLC* Personnel Handbook, and I understand that it is solely for the purpose of summarizing the center's current policies, benefits and rules and that it is not intended to be a contract or guarantee of employment or of any specific terms or conditions of employment or procedural rights, and that certain portions of this handbook may need to be amended or eliminated from time to time without advance notice.

Employee's Signature

Date

Witness' Signature

Date