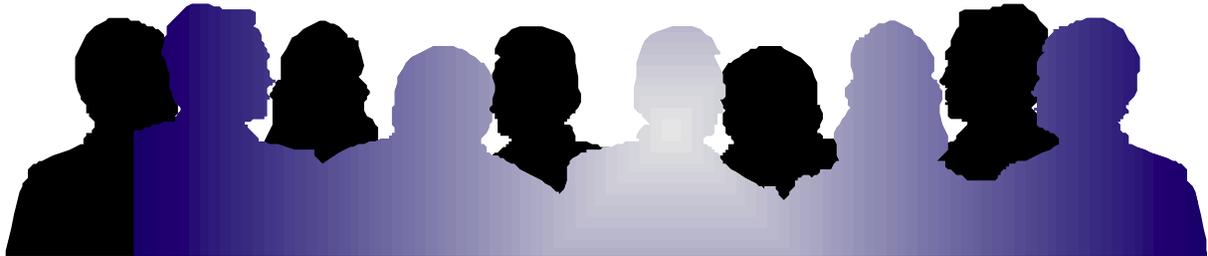


Scribbles Center for Learning, Inc.



EMPLOYEE HANDBOOK

January 2020

Employment-At-Will Notice

IMPORTANT NOTICE TO EMPLOYEES

PLEASE READ

THIS HANDBOOK IS A GENERAL GUIDE AND DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT OR A GUARANTEE TO CONTINUED EMPLOYMENT. IT IS NOT AN EMPLOYMENT CONTRACT. Scribbles Center for Learning, Inc. RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK AT ANY TIME WITHOUT NOTICE. HOWEVER, EMPLOYEES WILL BE PROVIDED A WRITTEN COPY OF THE CHANGES.

EMPLOYMENT AT Scribbles Center for Learning, Inc. IS EMPLOYMENT AT WILL AND MAY BE TERMINATED AT THE WILL OF EITHER THE COMPANY OR THE EMPLOYEE. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE COMPANY HAS A SIMILAR RIGHT.

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Introduction

Welcome to Scribbles Center for Learning, Inc.

Scribbles Center for Learning, Inc. (“the Company”) has prepared this handbook to provide you with an overview of the Company’s policies, benefits, and rules. **PLEASE READ IT CAREFULLY.** It is intended to familiarize you with important information about the Company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment.

All personnel policies are a condition of employment and will apply in addition to any applicable laws and regulations. Upon completion of your review of this handbook, please sign the acknowledgement statement on the last page and return to the office within one week.

Thank you for joining our team!

For assistance or questions regarding any of these handbook policies, you may contact [Leanne Macrowski](#) at 309-665-0000.

Business Hours of Operation:

Monday through Friday: 6:30a.m. to 6:00p.m.
Saturday: closed, with the exception of special events
Sunday: closed

Business Contact Information:

Phone number (main line): [309-665-0000](tel:309-665-0000)
Address: [1415 Woodbine Road](#)
[Bloomington, IL 61704](#)
Email address: info@ScribblesCenterForLearning.com
Web address: ScribblesCenterForLearning.com
For life threatening emergencies, contact **911**

Organizational Structure

The organizational structure of Scribbles Center for Learning, Inc. is designed to provide optimal care and learning experiences for your child. A view of the organizational structure is displayed below.

Andrew Hunt	Company President
Leanne Macrowski	Program Director
Audriana Nechkash	Director of School-Age
Emily Dolbeare	Assistant Director of Child Development
Kensy Perry	Assistant Director of Business Management
Allyson Uphoff	Assistant Director of School-Age

Each Classroom has a Lead Teacher and 1-2 full-time Assistant Teachers.

Our Philosophy

At Scribbles Center for Learning, Inc., we believe that by providing our children with quality day care, fun learning and play environments, and enriching opportunities, we will be giving them a head start on learning. We have a play-based curriculum aligned with the state's early learning standards that will provide our children with a solid learning foundation. Our center is one that instills the values of love, joy, peace, tolerance, patience, kindness, goodness, gentleness, and self-control. We will expect these attributes of both our staff as well as any parent wishing to use our day care services.

Our goals clearly reflect these values and include:

Goals for the child

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contributes to the developmental needs of the child.
3. To develop confidence and self esteem with each child through:
 - a. Interaction with supportive adults
 - b. A structured setting
 - c. Developmental activities
 - d. The use of positive discipline techniques
4. To provide opportunities for meaningful play that is based on the child's individual needs, interests, abilities and disabilities and that will build important foundations for all future academic pursuits.

Goals for the parents

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of children.
2. To provide optimal care for the child while the parents must be away.
3. To provide opportunities to grow in the understanding of child development and parenting skills.

Goals for the community

1. To help meet the needs of our community for an early childhood education facility on the northeast side of Bloomington/Normal.
2. To contribute to the wholesome growth and development of the future citizens of our community.
3. To provide opportunities for community members to enrich their knowledge and parenting skills by offering programming beneficial to these goals.
4. To help raise the standard of care and the level of understanding of what quality care entails.
5. To form meaningful and productive partnerships with community organizations including the local school districts, higher education institutions, social service agencies and other community venues.

Open-Door Policy

Scribbles Center for Learning, Inc. seeks to provide a work environment that encourages direct and open communication between employees and management. For this reason, the Company has adopted a formal open-door policy. We encourage open communication, feedback, and discussion about any matter of importance to an employee. Management at Scribbles Center for Learning, Inc. maintains this open-door policy and is committed to listening and responding to you.

Code of Conduct

Employees at Scribbles Center for Learning, Inc. must conduct themselves at all times in an ethical and professional manner. The Company code of conduct requires that employees act with honesty, integrity and good judgment. Each employee should demonstrate respect for the rights of others.

Any incident of unethical or dishonest behavior should be reported to your immediate supervisor. All reports of unethical behavior will be investigated thoroughly. If the allegation is substantiated, management will determine the appropriate disciplinary action. Employees who violate ethical standards may be subject to discipline, up to and including termination.

Equal Opportunity Statement

Scribbles Center for Learning, Inc. is an Equal Opportunity Employer. Individuals are hired solely upon the basis of their qualifications and ability to fulfill the requirements of the job.

Scribbles Center for Learning, Inc. has an ongoing commitment to the creation of a workplace free of discrimination and harassment. All policies and practices will be administered without regard to race, color, creed, age, religion, ancestry, national origin, sex, marital status or disability. We comply with all local, state, and federal laws pertaining to employment and discrimination will not be tolerated.

Every employee and manager/supervisor has the responsibility to uphold this policy. Any questions or concerns regarding any aspect of this policy should be directed to the Program Director, Leanne Macrowski, or the Company President, Andrew Hunt.

Sexual Harassment

Scribbles Center for Learning, Inc. is committed to providing a respectful, non-hostile work environment. Sexual harassment is a form of misconduct that undermines the workplace, violates the respect for fellow workers, lowers morale and productivity and causes absenteeism.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

If you or a co-worker have been the subject of sexual harassment, immediately report the conduct to your supervisor or to the Program Director. Scribbles Center for Learning, Inc. will immediately have the incident investigated. A worker determined to exhibit behavior contributing to sexual harassment of anyone in the workplace will be subject to disciplinary action, including termination, with or without notice.

All employees of Scribbles Center for Learning, Inc. are required to complete the Sexual Harassment training annually as of January 1, 2020.

General Work and Employment Policies

Immigration Law Compliance

Federal Law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form within three business days of their start date.

Introductory Evaluation Period

All new employees are subject to a 90-day probationary period. This period is 90 days of active employment. If the employee takes time off during this period, for example: a vacation planned prior to hire, the 90 days will be extended to 90 days of work. Your performance will be carefully evaluated during this period. At the end of the introductory period, you may be offered a position as a regular full-time or regular part-time employee. If your evaluation is not satisfactory, your employment will be terminated.

This policy in no way alters the at-will employment relationship: Scribbles Center for Learning, Inc. may end the employment relationship at any time during or after the introductory period.

Zero-Tolerance Drug Free Workplace

Scribbles Center for Learning, Inc. is committed to enforcing a zero-tolerance drug-free workplace environment. Possession of alcohol, illegal drugs, controlled substance or anything causing impairment is prohibited on company property or in any location in which the employee represents the Company for business purposes. Employees are expected to report to work on time in appropriate mental and physical condition. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on company premises or while conducting company business is absolutely prohibited. Violation can lead to termination, with or without notice. Please see separate Zero-tolerance policy.

Attendance

Scribbles Center for Learning, Inc. expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits are an integral part of every employee's job description.

Among other things, "good attendance habits" include the following:

- Appearing for work no earlier than 5 minutes prior to the start of the shift and no later than the start of the shift;
- Being at your work station/classroom ready for work by the start of the shift;
- Remaining at your work station/classroom unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by a supervisor or manager;
- Not leaving work until the scheduled end of your shift unless excused by a supervisor or manager;
- Leaving promptly at the end of your shift unless you have been given advance permission by your supervisor or manager to work past that point; and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

Giving Notice of Absence or Tardiness

Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their shift. Scribbles Center for Learning, Inc. needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call an Administrator at a designated telephone number at least one hour prior to the start of the employee's shift and personally notify their supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible to do so. **Text messages and voicemail are not considered personal notification.** When illness occurs, an employee must be excluded from work when contagious symptoms exist and/or fever over 100.7. If an employee is absent for three or more consecutive days due to illness or injury, a doctor's certificate will be required.

It is not sufficient to call in and leave a message with a co-worker or someone else who is not in a supervisory position. Office staff have been instructed to route all such calls to supervisory personnel. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

Job Abandonment

An absence of two days in a row without calling in or returning to work will be considered job abandonment, and Scribbles Center for Learning, Inc. will process your work separation as a voluntary resignation on your part.

Excessive Absenteeism/Tardiness

Excessive absences or being tardy for work cause hardships on the program and the ability to maintain staff:child ratios as required by law. Excessive absenteeism is defined as ten or more unscheduled absences (partial or full day) in one year. Excessive tardiness is defined as being more than 5 minutes late for work more than once per month. Either of these conditions will lead to discipline action, up to and including termination of employment. Excessive scheduled absences will be closely monitored, require Director approval, and may result in disciplinary action.

Personnel Files

Employee personnel files are confidential and are the property of Scribbles Center for Learning, Inc.. Access to the information contained within the files is restricted to qualified personnel who have a legitimate need to view the information. However, with reasonable advance notice, employees may review their personnel file. Employees who wish to review their own file should contact their supervisor.

Employment of Relatives

Scribbles Center for Learning, Inc. permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Company, create actual conflicts of interest. The decision to hire such an individual will be made by the Administrative team.

Categories of Employment

Full-time employees regularly work a 36-40-hour workweek and are eligible for all fringe benefits in accordance with their position and length of employment.

Part-time A employees who work 25-35 hours per week in a permanent position are eligible for all fringe benefits in accordance with their position and length of employment. Vacation and personal time are given at 50% of the full-time employees.

Part-time B employees work less than 25 hours each week or in a substitute position and are eligible for some fringe benefits in accordance with their position and length of employment.

Seasonal employees are hired to perform a specific job for a specified period of time, normally less than one year. These employees are eligible for statutory benefits only.

In addition to the preceding, employees are also categorized as “exempt” or “non-exempt”:

Exempt employees are full-time or part-time professional employees who are paid on a salaried basis and who are not entitled to overtime.

Non-Exempt employees are full-time, part-time, temporary, supplemental or seasonal employees paid on an hourly basis and entitled to overtime compensation under the Fair Labor Standards Act.

Work Scheduling and Overtime

Nonexempt employees are not permitted to work more than 40 hours during a workweek unless the additional work is ordered and approved in advance by the supervisor. From time to time, overtime may be required due to high workload demands or to cover unforeseen absences, with or without prior notice. When required, overtime is mandatory and is a condition of your employment.

Hourly employees who perform overtime work will be paid one-and-one-half times their regular rate of pay for every hour worked over 40 hours in a seven-day workweek. Overtime pay is based only on hours actually worked. Holidays, vacation, sick leave, and other hours paid but not worked are not considered when calculating overtime.

Due to the nature of our business, staff hours and schedules are never guaranteed. Staff will be scheduled based on the needs of the center and schedules of our clients.

Anniversary Date

The first day you report to work will be recorded in center records as your anniversary date. This date is used to calculate many different center benefits. A change in employment category will not change your benefits eligibility or anniversary date. An extended leave of absence with prior written administrative consent and return on originally agreed upon date, will also not change your benefits eligibility or anniversary date. Any extended leave beyond approved time, will be subject to management's discretion. If you have any questions regarding your anniversary date, please see the Program Director.

Recording Hours Worked

All non-exempt employees are required to clock in and out indicating all hours worked, unless they are classified as exempt. If the clock is unavailable, employees must record their time on the clocking sheet located at the front desk. As stated in attendance, employees should not arrive more than 5 minutes early for their shift. The clock will round your hours to your scheduled time with the following guidelines:

- Up to 7 minutes prior to and 7 minutes after the start of a shift (clock-in time)
- 7 minutes before and up to 7 minutes after the end of a shift (clock-out time)

Breaks

Lunch Periods: an unpaid lunch period of 30-60 minutes is provided near the middle of the work day for all staff working more than 7.5 hours. Employees working less than 7.5 hours may also be provided a break determined by the actual length and time of the shift. 15 minute rest breaks are paid, all other breaks are unpaid. All employees are required to take scheduled breaks and no employee is authorized to perform work during the break. Break schedules must be approved by your supervisor and are generally taken on a staggered schedule so that your absence does not create a problem for co-workers or customers. Mental health breaks of 15 minutes or less may be taken by contacting administration to cover your classroom as needed, within reason and when available.

Nursing mothers: Following current Illinois law, nursing mothers are expected to nurse prior to the beginning of a shift, at the mid-day lunch break when off the clock, and after a shift. The remaining "reasonable" number of nursing breaks needed during the day will be paid breaks of 5-20 minutes at a time. Administration will arrange coverage for the additional nursing breaks needed throughout the day based on the child's schedule. Infant staff will communicate the expected daily schedule to administration in order to plan coverage ahead as much as possible. The employee is responsible for making sure her classroom has appropriate coverage before leaving the room in order to maintain ratio at all times and not impact or delay the classroom schedule. Current law states this coverage runs only for one year after the child's birth.

Staff Meetings/Planning

All-staff meetings may be held 2-3 times per year. These meetings provide employees with information on recent company activities and serve as an important communication tool for the staff. Attendance is mandatory at these meetings. In addition, classroom teams and small group meetings may be held during the workday. Each classroom teaching team is scheduled 1 hour of planning time per week and each lead teacher is scheduled an additional 1 hour of planning time per week. These are subject to change based on schedule needs but are built into the core schedule.

Scribbles will also hold up to two Institute Days. These are mandatory workdays for staff and will be held during the week on a day when the center is closed for families.

Pay Policies

Pay Periods

Pay periods run from Sunday on week 1 through Saturday of week 2. You will be paid on the Friday following the close of the pay period. If payday falls on a holiday, the payday will be the day before.

Pay Deductions

Scribbles Center for Learning, Inc. is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

Performance Evaluations

Employees will have their job performance reviewed on an annual basis, on the anniversary date. The performance evaluation is an opportunity for an employee and supervisor to establish mutual understanding of job standards and identify employee development objectives. In addition, staff may meet with their supervisor throughout to check on progress towards goals or address concerns. Raises are not guaranteed, but are at management's discretion and based upon a variety of factors such as management's assessment of job performance as well as adverse economic or financial conditions. Occasionally, merit bonuses are distributed to staff who have consistently performed at a high level.

Salary Scale effective January 1, 2020

Position:	School-Age Teachers (off-site)
Starting Salary:	*part of high school work program or currently enrolled in high school \$9.25; (will move to \$10.00 as of July 1, 2020)
Increases available for:	Graduation from High School Completion of 6 ECE hours for College Credit Years of experience

Position:	Substitute/School-Age Teachers/Support Staff
Starting Salary:	\$11.00
Increases available for:	12 hours ECE (Elem. Ed. for S/A) with 60 hours total AA degree in ECE (Elem. Ed. for S/A w/ 12 hours ECE) BA degree in ECE or related field (w/ 12 hours in ECE) Years of experience (full-time equivalent)

Position:	Assistant Teacher – permanent
Starting Salary:	\$11.00
Increases available for:	18 hours ECE with 60 hours total CDA AA degree in ECE or AA with 30 hours ECE/CD BA degree in ECE or BA with 36 hours ECE/CD Years of experience (full-time equivalent)

Position: **Lead Teacher – permanent**
Starting Salary: \$12.00
Increases available for: AA degree in ECE or AA with 30 hours ECE/CD
BA degree in ECE or BA with 36 hours ECE/CD
Years of experience (full-time equivalent)

Position: **Administrative/Supervisor**
Starting Salary: \$13.00
Increases available for: MA in ECE
Years of experience (full-time equivalent)

Above listed increases have a minimum rate of \$0.15 per hour and are for starting salary. Reaching a new level during your employment will be evaluated at your annual performance review or bonus eligibility. See job descriptions for minimum educational and experience requirements for each position.

Leave of Absence and Time Off

Personal Leave

Personal leave without pay for emergencies or personal needs will be considered for employees on an individual basis, following written request. Employees must use all earned unused vacation time before an unpaid personal leave is authorized. If a personal leave of absence is granted, it is done so solely at the discretion of management and must be agreed upon in writing. A personal leave of absence may be granted, for up to thirty (30) calendar days unless required otherwise by law, such as in the case of military service. Employment positions are only guaranteed following personal leave for up to the management approved absence duration.

Medical Leave

Employees are eligible to take medical leave for personal or family needs. Employees must submit documentation from their physician stating they are unable to work or the care needs of a family member, along with the expected amount of time needed to be out of work. Employees who are out for personal needs must return with a release to return to work.

Employment positions are not guaranteed during medical leaves. Employees must return to work at the original expected time unless presenting documentation requiring an extension. Failure to do so will result in disciplinary action or termination of employment.

Military Leave

Scribbles Center for Learning, Inc. will grant employees called into military service an unpaid leave of absence and reemployment rights as required by state and federal law. Employees on military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence but there is no requirement to do so.

Paid Time Off (PTO)

Scribbles Center for Learning, Inc. offers PTO as a benefit to eligible employees in order to provide them with opportunities for rest, relaxation, attend to personal matters or to our employees who may be unable to work due to illness or injury. Benefit's eligible date is the employee's start date.

New, regular full-time employees, will be eligible for up to 40 hours of PTO during their first year of employment. The time earned will be prorated based on the employees start date at the rate of 3.33 hours per month (1.67 hours per month for Part-time A), rounded to the nearest whole number, and is eligible to use after 90 days of employment. Part-time A employees will earn 20 hours per year.

In addition, employees will earn PTO according to the following schedule based on their anniversary/review date:

<u>Years of Employment</u>	<u>PTO Accrual</u>
0 – 1	40 hours of PTO
1	80 hours of PTO
2	120 hours of PTO
3	144 hours of PTO
4	152 hours of PTO
5	160 hours of PTO

Part-time A employees will receive PTO at 50% of the above schedule.

After the first year of employment, employees will be eligible for PTO hours (based on the chart above). These hours are added to your bank on your anniversary but are prorated on a 12-month cycle. For example, in year 2, you are eligible for 120 hours of PTO. You technically earn 10 hours each month, from the time of your anniversary, that are available to use on the 1st day of each month. Requests to use hours prior to earning them must be made to management in writing and will be approved solely at the discretion of the management. Employees are responsible for tracking their own PTO and knowing how much they are eligible to use at the time the request for time off is made. Those in charge of approving time off are approving coverage for the time, not whether the employee has enough PTO to be paid for the time.

Employees cannot be paid in lieu of taking the actual time off. Available PTO days are not automatically applied when a staff member is absent. Employees must submit the time off request form completed with the appropriate payment choice selected and submit to administration upon return in order to have it processed for payroll.

Limit on PTO Accrual

Employees may carry over up to 80 hours of PTO each year. Amounts over 80 hours will be lost and are not paid out to the employee. Unused and accrued PTO will be paid to employees at the time of separation from employment only upon two weeks advance written notice and up to 80 hours total. Unused PTO will be prorated to the time worked after the anniversary date. PTO is paid at the employee's regular rate of pay at the time of PTO.

PTO must be prescheduled and preapproved by your supervisor. Requests must be submitted in writing at least one month in advance & cannot be used in an employee's last week of work. PTO schedule requests will be considered in light of the expected work load and availability of staff, especially during holiday periods.

Holidays

Scribbles Center for Learning, Inc. offers eight paid holidays each year to eligible employees (full-time or Part-time A employment for 90 days): Staff are paid for their regular work hours for the day.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve

- Christmas

When a holiday falls on a weekend, Scribbles Center for Learning, Inc. will designate either the Friday preceding or Monday following as the observed holiday. Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are using vacation time for all the days off surrounding the holiday. Scribbles will close at 4:00pm on New Year's Eve if during the week. Staff will be paid normal work hours until 4:00pm. Since our hours of operation end at 4:00pm, employees are not eligible to use PTO from 4:00-6:00pm.

Jury Duty

Employees who are called for jury duty will be granted time off without pay to perform their civic duty. Notify your supervisor as soon as possible if you receive a jury duty summons. If chosen to sit on a jury, immediately inform your supervisor how long the trial is expected to last. Thereafter, you are required to regularly check in with your supervisor to keep the Company updated as to the expected date of your return to work.

Benefits

As part of our ongoing commitment to our employees and their well-being, we provide employees the opportunity to participate in a variety of benefit plans. Our benefits represent a hidden value of additional income to our employees. The benefits listed in this handbook are meant to be a general description only. Complete details, including any childcare benefits, are provided in the official plan documents for each of the benefit plans that we offer. Scribbles Center for Learning, Inc. reserves the right to modify or eliminate benefits, in whole or in part, without notice. Contact the Program Director for details about any of these benefits.

Eligibility

Employees are eligible for benefits as described in the following section. Vacation and time off benefits are explained in the previous section.

Health Insurance

Due to the new laws and marketplace associated with the Affordable Care Act, Scribbles Center for Learning, Inc. has discontinued the premium subsidy for eligible employees in January 2014. Salary raises were given to all eligible employees, employed as of 12/23/13, to help with this adjustment. The Company President reevaluates this annually to determine if there is a package we can offer but the marketplace is far less expensive for the employees at this point.

Life Insurance

Full-time and Part-Time A employees are eligible to be offered Life Insurance options at 30 days of employment. Scribbles will schedule time for employees to meet with the representative of the offering Life Insurance Company to discuss the options available. Payment for the insurance is employee funded and taken from the employee's **post-tax** check each pay period. Scribbles Center for Learning, Inc. does not fund or supplement this insurance payment. Life insurance plans remain with an employee who leaves employment at Scribbles Center for Learning, Inc., but payment administration ceases at the time the employee leaves.

Vision Insurance

Full-time and Part-Time A employees are eligible to be offered Vision Insurance through Guardian at 90 days of employment. Scribbles Center for Learning, Inc. will pay 50% of the employee (employees can add spouse and children at normal rates). Payment can be taken from the employee's **post-tax** check each pay period. Vision insurance plans remain with an employee who leaves employment at Scribbles Center for Learning, Inc., but 50% payment and employer administration ceases at the time the employee leaves.

Dental Insurance

Full-time and Part-Time A employees are eligible to be offered Dental Insurance through Guardian at 90 days of employment. Scribbles Center for Learning, Inc. will pay 50% of the employee (employees can add spouse and children at normal rates). Payment can be taken from the employee's **post-tax** check each pay period. Dental insurance plans remain with an employee who leaves employment at Scribbles Center for Learning, Inc., but 50% payment and employer administration ceases at the time the employee leaves.

Retirement Savings Plan

Scribbles Center for Learning, Inc. employees making \$5000 or more per year have the opportunity to participate in a voluntary IRA plan which allows employees to save a portion of their compensation for retirement. Employees are eligible after 1 year of service. The Company will match 100% of your contributions up to 3% of your salary. All contributions are fully and immediately vested. The IRA rep typically visits the center in the Fall for all interested.

Childcare

We do offer reduced childcare, which will be documented in each employee hire letter. Employees are eligible to bring their children for care on planned days off with prior approval, at the current tuition rate for the child. The employee time off request form has a section to be completed when submitted for approval. Attendance is eligible if space allows based on staffing/center needs and can be revoked if necessary, on the day of care. Child tuition account must be in good standing. If an employee receives funding through DHS/DCFS, the co-pay will be determined by the organization and supersedes the employee discount as long as it remains less than the 50% discounted amount. Scribbles preference when possible is that the employee does not work in their own child's classroom as a regular core teacher.

Statutory Benefits

Statutory benefits are mandated by federal, state, or local law and include Social Security, Workers' Compensation insurance and unemployment compensation insurance.

Workers' Compensation

Scribbles Center for Learning, Inc. provides workers' compensation insurance at no cost to its employees. Subject to applicable legal requirements, worker's compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. All employees are expected to return to work immediately upon medical release by their treating physician.

If you sustain an accident or injury while on the job, immediately notify your supervisor. If you are in need of medical attention, you will need to have Illinois Form 45 completed as a report of the injury. Take the form to the doctor to complete and then return it with the doctor's report to the supervisor. This form must be submitted to the insurance provider by the director. The employee must provide medical discharge instructions and return to work clearance to the director upon return.

Unemployment Insurance

Upon separation of employment, you may be entitled to state unemployment insurance. You can visit the Illinois Department of Employment Security website at www.ides.state.il.us.

Emergency Closing

There may be situations which require the Company to close for business. In the event that the Company closes early or opens late, but has been open during any of the business hours, non-exempt full-time and part-time A employees will be paid for actual hours worked. In the event that the Company must be closed for the entire day, for all business hours, non-exempt full-time and part-time A employees will be paid for their scheduled work hours (eligible after 90 days of employment).

Safety and Health

Safety Policy

Scribbles Center for Learning, Inc. takes employee safety very seriously. We will make every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place clean and neat. Please report all injuries (no matter how minor) to your supervisor immediately, as well as anything that needs repair or is a safety hazard.

Workplace Violence

Scribbles Center for Learning, Inc. strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. Any employee who contributes to any form of violence will be subject to disciplinary action, including termination. Violent or threatening behavior must be reported immediately to a supervisor.

Weapons

It is the policy of Scribbles Center for Learning, Inc. that no guns and/or weapons of any kind are allowed on the Company premises or in any location in which the employee represents the Company for business purposes. Weapons include guns, knives, explosives, or any other object generally considered to be a weapon and whose purpose is to cause harm to another person. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Domestic Violence

Domestic violence is a serious problem that adversely affects the well-being and productivity of all employees who are victims, as well as their co-workers. Scribbles Center for Learning, Inc. will assist employees who are victims of domestic violence and will take measures to create a safe working environment for them. All sensitive information will be kept confidential to maintain respect for the privacy of the reporting employee(s).

Smoking

Scribbles Center for Learning, Inc.'s policy is to provide a safe and healthy work environment for our employees and customers. Accordingly, smoking is not allowed on company premises, including parking lots, walkways, or other outdoor areas.

From Mayo clinic: "Studies show that thirdhand smoke clings to hair, skin, clothes, furniture, drapes, walls, bedding, carpets, dust, vehicles and other surfaces, even long after smoking has stopped. Infants, children and nonsmoking adults may be at risk of tobacco-related health problems when they inhale, ingest or touch substances containing thirdhand smoke."

Any employee smelling of tobacco type products or heavy perfume will be required to change clothing and shower if needed to remove the smell from hair. The employee will not be paid for the time to correct the problem. Further incidents of smelling of tobacco product or heavy perfume will result in disciplinary action or termination from employment due to health concerns for the children in your care.

Mental Health

Mental Health resources can be located in the Parent Information Center as well as on the Staff Room bulletin board.

Use of Company Property

Internet and Computer Usage

The use of Scribbles Center for Learning, Inc. automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular work hours), and does not result in expense to the Company.

Use is defined as “excessive” if it interferes with normal job duties, responsiveness, or the ability to perform daily job activities. All automation systems are company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Scribbles Center for Learning, Inc. computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters;
- Engaging in private or personal business activities;
- Misrepresenting oneself or the Company;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages;
- Sending, receiving or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration or impairment of company networks or systems;
- Downloading software;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using company automation systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. “Material” is defined as any visual, textual or auditory entry. Unless specifically granted in this policy, any non-business use of the Company’s automation systems is expressly forbidden. Violations of these policies could subject an employee to disciplinary action up to and including termination.

Internet/Intranet Security

Scribbles Center for Learning, Inc. owns the rights to all data and files in any information system used in the Company. Internet use is not confidential and no rights to privacy exist. We reserve the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. We also have the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and state and federal laws. The Company has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent company security measures is subject to disciplinary action up to and including dismissal.

Computer software

Scribbles Center for Learning, Inc. has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software.

Electronic Mail

The email system is intended for official company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate and occurs during personal time only. Any employee who abuses this privilege will be subject to disciplinary action.

Email is not private

Scribbles Center for Learning, Inc. owns the rights to all data and files in any computer, network or other information system used in the Company. We also reserve the right to monitor electronic mail messages and their content. Employees must be aware that the email messages that they send and receive using company equipment are not private and are subject to viewing, downloading, inspection, release and archiving by company officials at all times. No employee may access another employees' computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate company official.

Guidelines for Email Writing

Employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the Company and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Always use spell-check or proof-read emails: typographical or grammatical errors and misspelled words are unacceptable. Employees should remember that email is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail as these types of messages are difficult to read.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Telephone System

Scribbles Center for Learning, Inc.'s telephone system is for business purposes only. Although the occasional use of telephones for personal reasons may be necessary, employees are expected to keep them brief. With the exception of emergency calls, all personal calls should be made during breaks or lunch time. No long distance calls are to be made on company phones which are not strictly business related. Extensive personal use of company phones is grounds for discipline.

Office Supplies

Postage, shipping and office supplies paid for by the Company are for business purposes and are not to be used for an employee's personal purposes. Improper use or theft of company equipment or supplies is grounds for disciplinary action, up to and including termination.

Classroom Photos/Video

Staff shall use only cameras or video equipment provided by Scribbles Center for Learning, Inc. and only for the purposes of documenting children's work. These items, photos, or video should not be removed from Scribbles Center for Learning, Inc. property (except during field trips) and may not be used for personal use. Improper use is grounds for disciplinary action, including immediate termination.

Social Media Policy

Introduction

Social media are powerful communication tools that can impact Scribbles Center for Learning, Inc.'s professional reputation. Social media can blur the line between personal and institutional opinions. The following policy is designed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we can conduct ourselves in a constructive, positive and official capacity.

Social media are defined as media designed to be circulated through social interaction, using accessible online forums. Examples include but are not limited to Facebook, Instagram, LinkedIn, YouTube, and SnapChat.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with families, co-workers and the community apply online as they do while on the job. Employees are liable for anything they post to social media sites.

Section 1: Policies and Guiding Principles

Only those officially designated can use social media to speak on behalf of Scribbles Center for Learning, Inc. in an official capacity, though employees may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act.

When engaging in social media activity:

Protect confidential and proprietary information: Do not post confidential or proprietary information about Scribbles Center for Learning, Inc., students, families or your co-workers. Examples include but are not limited to pictures of students, negative comments about co-workers, and personal information about families. You must adhere to all applicable privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary actions or termination.

Exercise personal responsibility: Scribbles Center for Learning, Inc. trusts and expects employees to exercise personal responsibility when using social media, which includes not violating the trust of those with whom they are engaging. Employees should never use social media for covert advocacy and marketing when acting in a professional capacity. If and when employees use social media to communicate on behalf of Scribbles Center for Learning, Inc., they should clearly identify themselves as employees.

Respect Scribbles Center for Learning, Inc. time and property: Scribbles Center for Learning, Inc. computers and time on the job are reserved for center related business as approved by supervisors and in accordance with teacher/staff job

descriptions. Abuse and misconduct associated with use of center computers and time will be done at the risk of disciplinary action.

Don't use Scribbles Center for Learning, Inc. logos for endorsements: Do not use the Scribbles Center for Learning, Inc. logo or any other center images or iconography on personal social media sites. Do not use Scribbles Center for Learning, Inc.'s name to promote a product, cause, or political party or candidate.

Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of Scribbles Center for Learning, Inc.

Section 2: Best Practices

This section applies to those posting on behalf of Scribbles Center for Learning, Inc., though the guidelines may be helpful for anyone posting on social media in any capacity.

Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the center. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a staff meeting or to a member of the media, consider whether you should post it online. This includes pictures of yourself in compromising situations or displaying controversial lifestyle choices including, but not limited to, substance abuse. If you are unsure about posting something or responding to a comment, ask your supervisor.

Strive for accuracy: You must review your content for grammatical and spelling errors.

Be respectful: Posts on social media encourage comments and/or discussion. Responses should be considered carefully. Consider how they reflect Scribbles Center for Learning, Inc. and its institutional voice.

Remember your audience: Be aware that a presence in the social media world is public. This includes prospective families, current families, co-workers and colleagues in the child care community. Consider this before posting to ensure the post will not alienate, harm or provoke any of these groups.

On personal sites: Since reputations are built on trust always identify your views as your own. If you identify as a Scribbles Center for Learning, Inc. staff member online, it should be clear that the views expressed are not necessarily those of the center.

Photography: Photographs posted on social media sites can be copied. Be thoughtful when choosing imagery to post. If pictures of children are being used a release form, clearly describing what image is being posted, must be signed by the family and placed in the child's file.

Discipline and Termination of Employment

All employees are expected to meet Scribbles Center for Learning, Inc.'s standards of work performance and conduct. When an employee deviates from these rules and standards, we reserve the right to take corrective action. Infractions that may result in discipline include, but are not limited to, performance-related problems, violations of Scribbles Center for Learning, Inc.'s rules and policies, and for behaviors that Scribbles Center for Learning, Inc. deems unacceptable.

Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, suspension or probation, or termination. The disciplinary process will be determined by management in light of the facts and circumstances of each case. We reserve the right to alter the order of disciplinary action described above, eliminate disciplinary steps, or to implement new disciplinary measures. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct, and the employee's past record.

Conduct that may result in immediate termination includes: insubordinate behavior, theft, destruction of company property, untruthfulness about personal background, drug or alcohol abuse, child abuse and /or neglect, or threats of violence. These are some examples but it is not a complete list of offenses for which an employee may be subject to immediate dismissal.

Voluntary Termination

As an at-will employee, you have the right to resign at any time for any reason. However, Scribbles Center for Learning, Inc. requests minimally two weeks' notice of resignation to minimize disruption of work. Due to staffing needs, more than two weeks' notice is appreciated to allow us to hire and you to assist in training your replacement. On the last day of employment, you will be required to surrender all company property. Prior to departure, you may be asked to participate in an exit interview. Prior to departure, exiting employees are offered the "Hold Harmless Consent to Provide Reference" form which allows Scribbles to release information to persons conducting future reference checks. Without this form, Scribbles offers out only dates of employment and re-hire eligibility.

Final Pay

Terminating employees will receive all compensation to which they are entitled, including accrued but unused vacation pay. Employees who are terminated involuntarily will receive their final paycheck on the next scheduled payday. If an employee voluntarily quits or resigns, all wages are payable on the scheduled payday.

Miscellaneous Information

Bulletin Boards

To keep our employees informed, the Company provides bulletin boards in the staff lounge that provide access to important posted information and announcements. Employees are responsible for reading this information. No material may be posted or removed from the bulletin boards without the approval of the Program Director.

Personal Information Changes

Employees are responsible for promptly notifying the Program Director of any change in their personal information. This includes address, telephone number, marital status, name change, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Changes in personal data may affect employee benefits so prompt reporting of these changes is important.

Emergency Closing

In the event of weather or other emergency related closings, information will be communicated via phone/text/email as well as available on local news stations, and our website. Full-time and Part-time A employees, eligible after 90 days of employment, will be paid hours worked if we are open a portion of the day. If we close for an entire day, Full-time and Part-time A employees, eligible after 90 days of employment will be paid the hours scheduled on that day.

Dress Code

As representatives of Scribbles Center for Learning, Inc., employees should remember that their appearance is a direct reflection on the level of professionalism in the Company. The moment a parent walks into our center, they make a judgment about our services. For this reason, all employees shall follow these basic minimum guidelines in regard to dress and personal appearance. Take pride in your appearance and in your center. Management may impose additional appropriate standards.

- Employees should dress suitably for a professional environment. Cutoffs, revealing clothing, halter tops, “spaghetti strap” tops, visible body piercing (e.g., nose, eyebrow and tongue rings) and tattoos are not appropriate. Jeans are acceptable, but pants are preferred. All clothing worn must cover the abdomen, lower back and all undergarments including bra straps. Skirts and shorts must be no shorter than your fingertips when standing with your arms at your side.
- Leggings/form-fitting pants can be worn only with a longer shirt that covers past the posterior, front and back.
- Footwear should also be appropriate for a professional environment. Flip-flops and open-toed sandals are not appropriate.
- Employees who refuse to comply with Scribbles Center for Learning, Inc.’s reasonable standards of dress can be sent home to change into more appropriate attire. This will be unpaid time. Repeated violation of this policy can lead to disciplinary action up to and including termination.

An employee who is in doubt about the appropriateness of a particular mode of dress should consult their supervisor or manager in advance. Supervisors and managers are charged with the responsibility of enforcing this policy.

Expense Reimbursement

Scribbles Center for Learning, Inc. will reimburse employees for reasonable pre-approved business expenses. All expenses must be submitted on the required expense form and be approved by your supervisor prior to submission for reimbursement. Receipts for all business expenses must be attached to the expense form.

Personal Property

Scribbles Center for Learning, Inc. does not assume responsibility for any personal property located on its premises, in vehicles or in parking areas. Employees are to use their own discretion when choosing to bring personal property to the workplace and do so at their own risk.

Professional Development

Our center believes in supporting the individual growth of our employees. Employees are required to receive 20 hours of in-service training per year, with at least 5 hours being Gateways Registry approved training. Employees must take pediatric first aid and CPR training within three months of employment. The DCFS online Mandated Reporter training, SIDS training and Food Handlers Training must be completed with employment paperwork. Additional training may also include child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents. Teachers may also have additional training topic requirements as set forth by NAEYC or ExceleRate standards.

Required in-service training hours may consist of on-site training, documented attendance at seminars, workshops, conferences and early childhood classes; and documented self-study programs that have been approved by the director. Staff serving children who require special program services shall receive in-service training and/or consultation on issues related to those specific needs.

Beginning September 2012, DCFS requires that all staff members are registered in the Gateways Registry. Proof of enrollment must be submitted within 30 days of employment. All staff must also complete a transcript evaluation through the Registry. The results must be submitted to Administration within 30 days of employment.

Employees are eligible to apply for the Gateways Scholarship after 90 days of employment. Scribbles Center for Learning, Inc., offers Tuition/Book Reimbursement with any remaining amount after the Scholarship has been awarded. If an employee does not receive the Scholarship, she/he can apply for reimbursement through Scribbles Center for Learning, Inc. up to the current reimbursement amount found on the application found in the staff room.

Meal Time

Meals: Teachers sit at the table with children at meal times. These are some of our goals at meals and snacks. You can probably add some of your own as well!

1. To model and promote good conversation skills and good social behavior. These might include taking turns talking, looking at the person talking, listening, and using a calm, quiet voice at the table. Encourage the children to call each other by name, i.e. "Susie, please pass the juice," and to recognize the other children as well as the teacher with a "Thank You" or "You're Welcome." Give them words to use in a kind, helpful manner.
2. To encourage children to taste, eat, and drink, but never force the issue.
3. To promote and teach good nutrition by talking about what we are eating, what we like, categorizing and recognizing food groups, and talking about strong bones, muscles, healthy bodies, etc.
4. To relax and enjoy your class and get to know each child well. Let the children know you enjoy sitting and talking with them.
5. To teach children 3 years and older to pour their own drink (filling the cup ½ full), to finish what they serve themselves, and to think of others at the table as they take seconds. When possible, pass the serving piece when a child wants seconds. Provide smaller serving spoons and give them help when necessary. Never force a child to serve himself if he/she is not confident. Encourage him/her.

You will be expected to share mealtime with your assigned class. This time should be used as an opportunity to teach manners, and conversation skills. A family meal and lunchtime at Scribbles should resemble a "family style" meal as much as possible.

Clean-Up Procedure: The following is our clean-up procedure.

1. Put a dishpan at each table with a rubber scraper (3 years and up). Have children scrape plates into emptied serving bowls (instead of trash). We will dispose of all food from lunch in the kitchen trash. This will eliminate the need to empty your trash right after lunch and also eliminate accidental loss of cups or silverware to the trash.
2. Have children place all dishes, cups, and silverware in dishpan.
3. Encourage the children to help clean tables and sweep the floor when possible – even toddlers enjoy helping. Quietly and privately praise the child to eliminate competition to be the helper. "I really appreciate when you help me with the tables." "You helped me get done faster." "You seem so grown up when you help me." "Thanks, I love it when you help!" Serving in real jobs like this are wonderful for a child's self-esteem. It is also great for the child that needs to be busy or have something in his hands.
4. While one teacher helps with toileting and hand washing or reads a story, the other can pass out cots.

Additional Meal Information

- Infant formula or human milk not consumed must be discarded after one hour.
- Food must be cut into ¼ inch square for infants and ½ inch square for toddlers/twos.
- Refer to DCFS licensing regulation 407.210 for additional requirements for infants and toddlers and 407.330 for general meal requirements for all ages.
- Vegetarian: if parents designate their child is vegetarian, they will not be served any type of meat, even if the parent lists 1 type is acceptable. Ex: Parent selects vegetarian and lists "chicken ok." Policy is all or nothing to avoid possible confusion.
- No use of plastic or polystyrene (Styrofoam™) containers, plates, bags, or wraps when microwaving children's food or beverages is allowed.

Arrival and Departure of Children

Arrival Parent will log in at the front door upon arriving at Scribbles and the parent must accompany their child into the classroom. The child must be signed in and out by parent or other adult. The parent must accompany children to the sink to wash hands upon arrival at the center. Staff members are responsible for screening children upon arrival for any obvious signs of illness. If symptoms of illness are present, the staff member shall determine whether a child may remain at the program based on the rules defined in the wellness policy.

Departure Parent will sign out at the front desk when picking up their child.

Authorization to Pick Up Child

No child will be released to a person not authorized by a parent to pick the child up. We must have written or verbal authorization for changes in this respect. Teachers will verify any new persons picking up a child by picture ID. Children will not be released to unknown persons without the proper identification. If you need assistance please call the director.

Confidentiality of Information

Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the child care director and Department of Children and Family Services representatives unless the parent or legal guardian has granted written permission for disclosure. Staff shall not disclose information about any child or family in the program to other families or staff members. Staff shall refrain from discussion of other staff members. Failure to abide by the confidentiality guidelines of the program may result in immediate termination of employment.

Guidance and Discipline

As a teacher at Scribbles, you will encourage acceptable behavior and help the children understand what is expected of them. You must always be nearby to lend support when needed – to help the children when they momentarily lose control of materials, equipment, or even their emotions. Our goal is to help each child develop self-control by discovering acceptable ways to interact with other children and class materials. Some methods used include redirection to an appropriate activity, modeling of appropriate behavior or words, role-playing and discussions to help children understand one another's actions, or removing the child from the situation when necessary to calm the child. Raised voices, verbal abuse and corporal punishment are never to be used at Scribbles. The teacher will let the child know when she disapproves of an action, but that she still loves the child. Parents will be notified when behavior problems are occurring.

We reserve the right to discharge a child from our program if their behavior becomes detrimental to the group. However we must first look internally at our classroom and teachers to see if there are things contributing to the negative behavior. (i.e. room divisions, lesson plans, etc.) Per current law in Illinois HB2663/SB1557, if a child exhibits unacceptable behavior, we will follow a process of observation, documentation, communication with the family, observation by the local mental health consultant, meetings with the consultant/teachers/administration/parents, intervention plans and strategies including but not limited to working with Early Intervention programs. If the problem cannot be resolved and dismissal becomes necessary, we will refer the parent to other agencies for service. **Staff members must refer to and be familiar with DCFS licensing standard 407.270 regarding appropriate and expected guidance and discipline policies.**

Videos

The use of visual media, such as television, films and videotapes, shall be limited to developmentally appropriate video programming, and an alternate activity shall be made available. Media may be used as a special event or to achieve a specific goal, but shall not be used as a regular daily routine. All visual media must receive prior approval from the Director.

Security cameras are used on site for monitoring safety as well as can be reviewed with staff for training purposes.

Communication

Parent: As teachers, caregivers, and parents, we will all be more effective if the lines of communication are strong. You must keep the child's parents informed about your classroom activities and curriculum. When a parent or child enters your room, you must make a special effort to greet them with a friendly smile and a warm hello. In this flexible care environment when new children may be entering, especially during structured activities, it is very important that the child and the parent feel welcomed.

It is so important that you are always approachable to both your students and their parents. Experiences such as the birth of a baby, a serious illness, the death of a pet, travel, or a separation or divorce can have a profound effect on a child's ability to process stimuli in the classroom. These can sometimes be difficult to discuss with others and especially so if you are not comfortable with a teacher. If we are made aware of these changes, we will be able to respond more appropriately, and provide support and guidance. Confidentiality in all cases must be maintained. Dissemination of third party information is grounds for immediate termination.

Staff: Team members are also responsible for communicating with each other, as appropriate and necessary, to provide quality care for the children and families. If there are any concerns or conflicts among staff members, these must be addressed appropriately. Conflicts within a team should be first handled within planning meetings. If this cannot be resolved, then the director must be asked to assist in resolving the concern. Concerns with the director or program must be addressed with the director, followed by a meeting with Andy.

Enrollment and Transitions

Staff will be informed of a child's enrollment before the child's first day of attendance and given the information necessary to make the child's initial adjustment as comfortable as possible. Again, it is critical that new children feel especially welcomed into the classroom, as this will be a nervous time for them. Signs welcoming the child or other acts like this are appropriate and expected.

Children will transition from one age group to the next based on age, developmental readiness, and room availability. Final decisions for transitions of children will be made by the director. At no time shall staff speak with parents about dates for transition until notice has come from the director. Prior to transition, children shall have time to visit and become familiar with the new classroom and staff. On the last day, a teacher will help the child move personal belongings to the new classroom, as a signal that the child is ready to move and that personal belongings will be there.

Child Supervision

Children shall not be left unattended at any time. Staff must position themselves to be able to see and hear infants and toddlers at all times. Group sizes and ratios of staff to children must be maintained at all times. Whenever children of different ages are combined, the staff/child ratio and group size shall be based on the age of the youngest child in the group. When all of the children are two years of age or older, an assistant teacher may provide direct supervision without the presence of an early childhood teacher for a maximum of one hour per day while the children are all on cots.

Handwashing Procedures

Children's hands shall be washed routinely and frequently with soap and water, at least at the following times:

- 1) Upon arrival at the center;
- 2) Before and after each meal or snack;
- 3) After using the toilet or having diapers changed;
- 4) After handling pets or animals, or any materials or surfaces which might be contaminated by animals;
- 5) After wiping or blowing his or her nose;
- 6) After touching items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);
- 7) Before and after cooking or other food experience;
- 8) After outdoor play time; and
- 9) Before and after using the water table.

Staff hands shall be washed routinely and frequently with soap and water, **at all above times plus the following times:**

- 1) After using the bathroom or helping a child use the bathroom;
- 3) After changing a diaper;
- 4) After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;
- 5) After handling or caring for a sick child;
- 6) Before preparing, handling or serving food;
- 7) Before and after dispensing any medication;
- 8) Before and after administering first aid; and
- 9) When changing rooms or caring for a different group of children.
- 10) After handling garbage or cleaning

The following technique for thorough hand washing shall be used:

- 1) Wet hands under warm running water.
- 2) Lather both hands well and scrub vigorously for at least 15 seconds. (Include backs of hands, wrists, between fingers, under and around any jewelry, and under fingernails)
- 3) Rinse hands thoroughly under warm running water.
- 4) Dry both hands with a new single-use towel or automatic dryer.
- 5) For hand-held faucets, turn off the water using a disposable towel instead of bare hands to avoid recontamination of clean hands.

When children are too young to wash hands by themselves, staff shall wash their hands using the above technique. As children are developmentally ready, staff shall teach children the proper hand-washing technique and assist and supervise the procedure as needed.

In sinks used for both food prep and handwashing or other purposes, the sink must be cleaned and sanitized prior to food preparation or other use.

Health and Safety

By staying vigilant and maintaining our facility in the best possible manner, we provide a safer environment for the children.

Areas of concern:

- Spilled liquids should be wiped up immediately
- Sand on paved areas can cause a child to slide and fall. Sweep up & avoid sand play on paved surfaces
- Note any cracks on sidewalks and parking areas and inform director
- Do not leave garden tools lying around
- Remove broken toys or equipment and inform director

- Cleansing agents and other housekeeping supplies **MUST** be kept up where children cannot reach them
- Doors and passageways must be kept free of obstructions
- Ropes should be used only for supervised jump-rope activities
- Teach the children to always use handrails on ramps and stairs
- Try to keep floors as clutter free as possible. Pick up periodically so that children are not tripping over toys
- Watch playground equipment for splintered wood or other hazards
- Watch children closely on slides and climbing equipment
- Supervise closely when using art supplies
- Toys contaminated by bodily fluids must be removed from play and washed and sanitized
- All staff should refer to classroom cleaning lists for specific cleaning responsibilities.
- Report any health, safety, or maintenance items on the maintenance board in the staff lounge.

Mandated Reporter

All employees are required to take the Mandated Reporter online training, prior to their first day of employment. All employees are also required to sign the Department of Children and Family Services form: Acknowledgement of Mandated Reporter Status, prior to their first day of employment. All employees of Scribbles Center for Learning, Inc. are Mandated Reporters under the Abused and Neglected Child Reporting Act [325 ILCS 5/4] which means they are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child known in a professional or official capacity may be abused or neglected. It is a misdemeanor to fail to report suspected child abuse or neglect. If a staff member is the subject of an investigation, Scribbles Center for Learning, Inc. will follow recommendations from DCFS and our attorney regarding continued employment during the investigation and continued employment based on investigation findings. If a report is made, the employee is immune from discharge, retaliation, or other disciplinary action related to the report, unless it is proven to have been done to cause harm.

Emergencies

A Person in Charge (PIC) will be designated at all times during center hours. This will be the Program Director followed by the Assistant Director. If neither is at the center, a director-qualified staff member will be assigned as acting PIC and available at the office.

The center will maintain a Risk Management binder at the front desk and in each classroom. This will include all emergency information and processes. The PIC will be responsible for following processes and delegating responsibilities to appropriate personnel.

All classrooms must have emergency evacuation routes posted near exits.

If emergency assistance is required in the classroom, the staff member shall intercom for help. If there is an emergency on the playground, one staff member shall come inside and call for assistance. There shall always be at least two staff members on any section of playground at all times. Any emergency for a child or staff member shall also be reported to the DCFS licensing representative.

In case of accidental injury, call your director immediately and request appropriate assistance. As a staff member of Scribbles, you are required to be current on CPR and First Aid certification. Staff must wear gloves when handling blood or other bodily fluids. When spills of body fluid occur, staff must clean up immediately with detergent and water rinsing. On carpet, staff should clean by blotting, spot-clean with a detergent-disinfectant, followed by steam cleaning or shampooing. When this occurs, you must include this information on the maintenance board located in the staff lounge for the carpet cleaning.

All classrooms must have their emergency bag with them at all times. This includes on the playground and during field trips. The emergency bag must have a fully stocked first aid kit, the emergency forms for each child, and emergency procedures. In addition, extra diapers, tissue, snacks, etc. should be kept in the bag as appropriate for each age group.

Baby-Sitting

Employees may not provide baby-sitting services to families of Scribbles Center for Learning during employment and for a period of 60 days after termination of employment.

Cell phones

The use of cell phones or other mobile device, or texting, during work hours is strictly prohibited. Use of these items or attending to personal matters during work hours shows that you are not fully attended to the children and the classroom. This is grounds for disciplinary action, including termination of employment. Staff may speak with an Administrator for exceptions to this due to family or emergency situations (i.e. sick family members, children home alone). If needed, then an Administrator can help cover the classroom while the staff member needs to be on the phone

Receipt of Employee Handbook

Employee Acknowledgement

I acknowledge that I have received and read a copy of the 2020 Scribbles Center for Learning, Inc. Employee Handbook which outlines the policies, benefits and expectations of Scribbles Center for Learning, Inc., including my responsibilities as an employee. The policies and information in this handbook supersedes all previous policies and information.

I understand that this handbook is a general guide and does not constitute an employment agreement or a guarantee to continued employment. I also understand that the employer can make changes to this handbook at any time without notice.

I further acknowledge that my employment is at will. I understand that I have the right to terminate the employment relationship at any time and for any reason, with or without cause or notice, and that the Company has the same right.

Employee's Signature

Date

Employee's Name (printed)