

**Kids R Here Learning Center**  
**STAFF HANDBOOK**



**Conroe Location**  
100 Scarborough DR.  
Suite 9  
Conroe, TX 77304  
(936) 523 1622

**Montgomery Location**  
4900 W Davis ST.  
Suite A & B  
Conroe, TX 77304  
(936) 494 2860

**Spring Location**  
605 Riley Fuzzel RD.  
Spring, TX 77373  
(281) 353 0446

# Table of Contents

Page 1	<b>Title Page</b>
Page 2	<b>Table of Contents</b>
Page 3	<b>About the Center</b> ..... Welcome, Hours of Operation, EEOC, At-will
Page 4	<b>About Our Program</b> ..... Fair Treatment, Chain of Command, Our History, Our Mission
Page 5	<b>About Our Program</b> ..... Our Philosophy, State Licensing and Rules
Page 6	<b>Guidance and Discipline</b> ..... Programs, Curriculum
Page 7	<b>Guidance and Discipline</b> ..... Reasons for Misbehavior, Preventing Misbehavior
Page 8	<b>Guidance and Discipline</b> ..... Responding to Misbehavior
Page 9	<b>Guidance and Discipline</b> ..... Useful Phrases
Page 10	<b>Guidance and Discipline</b> ..... Removal of a Child from the Classroom, Biting Policy
Page 11	<b>Guidance and Discipline</b> ..... Confidentiality
Page 12	<b>General Policies and Procedures</b> ..... Curriculum, Daily Schedule and Activities
Page 13	<b>General Policies and Procedures</b> ..... Themes, Physical Environment, Free Play, Outdoor Play
Page 14	<b>General Policies and Procedures</b> ..... Nap/Rest Time, Multimedia, School /Field Trips
Page 15	<b>General Policies and Procedures</b> ..... Meals, Meetings, Supervision
Page 16	<b>Professional and Personal Behavior</b> ..... Right to Privacy, Trial Period, Termination
Page 17	<b>Professional and Personal Behavior</b> .... Outside Employment, Professional Demeanor
Page 18	<b>Professional and Personal Behavior</b> ..... Dress Policy
Page 19	<b>Professional and Personal Behavior</b> ... Smoking/Drugs/Alcohol, Food and Beverages, Personal Phone Calls, Cell Phones
Page 20	<b>Professional and Personal Behavior</b> ..... Staff Schedules, Clocking In/Out, Personal Belongings, Calling in Sick, Paychecks
Page 21	<b>Professional and Personal Behavior</b> ..... Parent Relationships
Page 22	<b>Professional and Personal Behavior</b> ..... Gross Misconduct
Page 23	<b>Professional and Personal Behavior</b> ..... Conflict of Resolution, Orientation
Page 24	<b>Benefits</b> ..... Childcare Benefits, Paid Vacation
Page 25	<b>Health, Safety. And emergency Procedures</b> ..... Paid Holidays, Paid Sick Days, Jury Duty, Bereavement Leave, Accident Procedures
Page 26	<b>Health, Safety. And emergency Procedures</b> ..... Abuse/Reporting, Emergencies
Page 27	<b>Health, Safety. And emergency Procedures</b> ..... Severe Weather, Intruder or Dangerous Adult
Page 28	<b>Health, Safety. And emergency Procedures</b> ..... Evacuations, SIDS
Page 29	<b>Health, Safety. And emergency Procedures</b> ... Guidelines for Exclusion Due to Illness
Page 30	<b>Health, Safety. And emergency Procedures</b> ..... Handwashing/Glove Policy
Page 31	<b>Daily Duties of Staff</b> ..... Cleaning and Disinfecting, Morning Duties
Page 32	<b>Daily Duties of Staff</b> ..... Noon/Nap Duties, Evening Duties
Page 33	<b>Handbook Acknowledgment</b>
Page 34	<b>End of Employment Policy</b>
Page 35	<b>End of Employment Policy Acknowledgment</b>

This handbook is intended to familiarize staff members with current Kids R Here Learning Center policies, practices, and standards. This handbook is not intended to persuade an employee to accept employment. Kids R Here reserves the right to revise, terminate, or revoke its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur. If any discrepancy arises between this handbook and current company policy, we ask you conform to current company policy.

# About the center

## Welcome

Welcome to the Kids R Here Learning Center team! Kids R Here is a place where all members of the faculty and staff are dedicated to fostering an environment in which children can reach their full potential and parents feel safe leaving their children.

**You are expected to show the following qualities and actions during your workday:**

- Embrace teamwork
- Strive for excellence
- Commit to all levels of service
- Respect for our families and children
- Actively listen and seek to understand
- Communicate openly and productively
- Use resources openly and productively
- Always wear a smile on our faces

## Hours of Operation

Kids R Here is open Monday through Friday from 6:00am to 6:30pm

## EEOC

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. All persons will be considered for employment. This policy governs all aspects of employment, including selection, job assignments, compensation, discipline, termination, and access to benefits of training.

However, employees must be able to supervise young children physically and safely.

## At-will

Kids R Here is an at-will employer. An at-will employer-employee relationship can be terminated at any time, with or without reason or notice either by the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

## **Fair Treatment to All Employees**

**We strive here at the Center for each employee to be treated with respect and in a fair manner.**

Our Center guarantees fair treatment of all employees. We strive to maintain a work environment where all staff are free from harassment and expressly prohibits any form of unlawful harassment of employees and coworkers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities.

## **Chain of Command**

Everyone should work as a team including upper management. The Director and Assistant Director needs to work hand and hand. As a Director she depends on his/her Assistant Director to follow protocol on regulations. These two people must back each other up. If a problem arises approach it as a team. If there is only a Director or Assistant Director at the Center than that person will depend on other office staff to back them up when needed.

Employees should work together as team players. In each classroom you should have goals, plans for a positive learning environment. If you are a lead teacher in a class you are responsible for training that second teacher, showing her or him the ropes.

**All team players are equal!**

## **About Our Program**

### **Our History**

Our facility came about from a father's dream to provide for his children, neighbors, and community with a positive, healthy, and happy learning environment for children; having a large family, finding a well – balanced and economical center for his children was very difficult.

### **Our Mission**

At Kids R Here Learning Center, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## Our Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
  - Learning is sequential, building on prior understandings and experiences.
  - Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
  - Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
  - Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
  - Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
  - All children have the potential to achieve the Texas Learning Standards with appropriate supports and instruction.

## State Licensing and Rules

It is expected that all employees will be knowledgeable in the Texas State Minimum Standards for Child-Care Centers handbook provided by Texas Department of Family and Protective Services. and will follow all procedures. A copy of this handbook can be found in the office or online at <https://hhs.texas.gov>.

**Failure to adhere to these policies may result in disciplinary action or termination.**

- Staff in our Center must be 18 years of age and have a high school diploma or its equivalent.
- Each staff member must have current training in staff member first aid with rescue breathing and choking and CPR for infants and children.
- Each staff member must provide a statement informing the facility about any of the offenders listed in Appendix 11 of the Minimum Standards Handbook or the Texas Controlled Substance Act.
- Each staff member in our facility must execute and submit a completed Texas Department of Regulatory Services Affidavit for employment.

- Each employee must get fingerprinted.
- Each employee must have required training.

## Programs

There are different childcare programs offered at KRH based on age groups. Each age group has its own class and state issued ratio.

**They are listed below:**

• Infants	6 weeks to 11 months	1:4
• Toddlers	12 months to 17 months	1:5
• Toddlers	18-23 months	1:9
• Two's	2-3 years	1:11
• Three's	3-4 years	1:15
• Four's	4 years-school age	1:18
• Schoolers	School age	1:26

## Curriculum

Curriculum at KRH includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. KRH uses the Creative Curriculum for Infants, Toddlers and Twos and pre-school as guides for planning the curriculum in each of its program rooms.

## Guidance and Discipline

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention,



cooperation, and a good understanding of the child. KRH staff will use only positive guidance techniques.

**When interacting with young children, staff should ask themselves the following questions: “Am I…”**

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children’s choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child’s eye level?

## **Reasons for Misbehavior**

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

## **Preventing Misbehavior**

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., “You may pick up the blocks or art center.”)

- Focus on the desired behavior, rather than the one to be avoided. (e.g., “Ashley, please use gentle touches with your friends.”)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

## Responding to Misbehavior

Below are strategies KRH staff will use to respond to child misbehavior. Remember, however, that it is always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

- **Logical consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

- **Participate in the solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

- **Natural consequences**

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use



natural consequences when they will not endanger the child's health or safety.

• **“Take a break” or “Calm down chair”**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

**If these actions do not help in reducing or changing behavior the following will take place:**

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

\*\* If a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period.

**Useful Phrases**

The following phrases are useful when problem-solving with children.

- |                       |   |
|-----------------------|---|
| <b>Instead of Say</b> | “No” or “Don’t”<br>“Please stop”, “I don’t like that”, “That’s not OK”, or “That is not a choice” |
| <b>Instead of Say</b> | “That’s not nice”<br>“That’s not OK”, “Please use gentle touches”, or “That hurts Jordan”         |
| <b>Instead of Say</b> | “No running”<br>“I need you to use your walking feet” or “You may run when we go outside”         |

<b>Instead of Say</b>	“Stop crying” “I need you to use your words to tell me what is wrong”
<b>Instead of Say</b>	“Can you put away your toys?” (If it is not a choice, do not pose it as a question) “You may help me pick up the blocks, or help Alyssa pick up the puzzles”
<b>Instead of Say</b>	“I said yes” (when a child tells you “no”) “No is not a choice, I need you to...”

## Removal of a Child from the Classroom

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the Director and/or Assistant Director will assist the child in calming down and/or help staff manage the classroom. Teachers must call the office and speak to the Director and/or Assistant Director before removing a child from the classroom.

If at any time a child’s behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Assistant Director should be immediately notified.

## Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents, or their teachers.

**There are a variety of strategies we implement at KRH to prevent and stop biting. This is the process followed when a child bites:**

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

**Below are the steps the teacher will take to identify triggers and replace the behavior:**

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little to do or too much waiting?
  - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent, and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

## **Confidentiality**

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other

than staff members working in the classroom and the Director and/or Assistant Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. except for distribution to KRH employees. Personal information should never be used for personal purposes. Texas law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek written parental consent before consulting with an outside agency about a child.

## **General Policies and Procedures**

### **Curriculum**

Each classroom has weekly lesson plans, posted in the classroom. These plans contain several activities, designed to foster each child's development, and the development of the group. Lesson plans should be changed to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child can choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

### **Daily Schedule and Activities**

The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for the carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures;

meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must always be posted in the classroom and visible.

## **Themes**

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and see every day, as well as the children's interests. The themes must be age-appropriate and may span the length of one week, or one month depending on the interest level.

Teachers are encouraged to discuss with each other their themes and coordinate the sharing of materials and activities.

## **Physical Environment**

The actual room arrangement of each program room is the responsibility of the program Lead Teacher and Full-Time Assistant Teacher. Space should be organized according to the Environment Rating Scales (ERS). Centers should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level. Room arrangement should take into consideration that staff must always be able to see every child.

## **Free Play**

"Free-play" (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

## **Outdoor Play**

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon when weather conditions permit. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with.

## **Nap/Rest Time**

The Texas State Minimum Standards requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

## **Multimedia**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “PG” or “E” and must possess an educational theme. Children are limited to a specified amount of time per day they can use or view multimedia

## **School Transportation/Fields Trips**

KRH offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director and/or Assistant Director must approve all field trips. Field trips require a parent to complete a “Field Trip Permission Form.” These forms can be obtained from the Director and/or Assistant Director. Parents must be notified at least two weeks before the planned field trip.

### **Rules Related to Transportation:**

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.



- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

## **Meals**

KRH follows a food program that encourages correct nutrition and practice guidelines for meals and snacks.

- Each table must be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel after each meal/snack.
- All staff and children must wash hands before and after each meal, for at least 20 seconds.
- Staff shall sit with children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
  - First-serving child sized-portions will be provided for all staff. Each staff member is expected to eat the meal provided, to model good eating habits.
  - Children will never be forced or bribed to eat. Children must have every food on their plate. However, if a child states that he/she does not like a particular food, they may place just a small amount (ex: one or two peas) on their plate.
- Following every meal, tables and chairs must be washed with soapy water and sanitized with bleach water.

## **Meetings**

This meeting is required no one is exempt from attending. Communication is especially important to KRH. These meetings will also contain trainings, guest speakers, and other surprises.

## **Supervision**

All teachers/caregivers are always required to keep an eye on their class; walking around and engaging with the class is encouraged.

## **Personal and Professional Behavior**

### **Right to Privacy**

All employee files will be kept confidential and only office staff will have access to anything in your file.

### **Trial Period**

KRH has a 90-day probationary period. This period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Kids R Here uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the KRH Center may end the employment relationship at will at any time during or after the introductory period with just cause documented and explained in written notice to be signed by both parties.

### **Termination**

KRH uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all KRH employees are “at will” which means an employee can be terminated at the will of KRH for any reason or no reason. The following are the steps, which are taken using progressive discipline.

#### **STEP 1 Verbal Warning**

If a staff member’s job performance is not meeting KRH standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of KRH policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After one (1) verbal warnings has been issued for any reason within a period of six (6) months, a written warning will be issued.

#### **STEP 2 Written Warning**

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded,

discussed, and signed by both the staff member and Director and/or Assistant Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

### **STEP 3 Termination**

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under Iowa law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

## **Outside Employment**

An employee may hold a job with another organization if he or she satisfactorily performs his or her job responsibilities with KRH. All employees will be judged by the same performance standards and will be subject to KRH scheduling demands, regardless of any outside work requirements.

If KRH determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he/she wishes to remain with KRH.

## **Professional Demeanor**

Each KRH staff member is a childcare professional and is expected to act as such.

**The following general guidelines for professionalism should always be maintained:**

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Dress appropriately for interaction with children.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers).
- Attend staff meetings and other Center events.
- Complete required training courses in a timely fashion.

## **Dress Policy**

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

• **COMFORTABLE –**

Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear a BLUE shirt, BLACK or KHAKI capris/pants (no shorts), and closed toe shoes.

• **CLEAN –**

All clothing should be clean with no stains, rips, or tears, and must smell appropriate. This also applies to personal hygiene.

• **COURTEOUS –**

Staff members interact with children and parents daily and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless “tube” tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and KRH Learning Center in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriate.

## **Smoking/Drugs/Alcohol**

Staff members who come to work under the influence of drugs or alcohol will be automatically terminated. No staff member shall use drugs or alcohol while on premises or clocked in.

You must smoke cigarettes, vapes, Jules, etc. 100 ft from the center or in your personal vehicle. You are required to wash your hand prior to clocking back in.

## **Food and Beverages**

All food should be clearly labeled with the staff member's name and date. Food should be removed or discarded after one week or when spoiled.

All drinks in classroom must be in a cup with a lid or have the label removed from bottles.

We ask you not eat in front of the children when they do not have food. Please fix yourself a plate after serving the children if you are hungry.

## **Personal Phone Calls**

Calls for you should be conducted either before or after a shift, or on lunch break. Cell phones are not to be used in the classroom or on the playground. they should only be used on breaks or off the clock. In emergency situations, please advise the director and she will make arrangements for you.

## **Cell Phones**

It is important that every staff member's attention always remains on the children. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms except for lead teachers for documentation purposes. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

## Staff Schedules

All staff schedules are posted in the front office. Hours of work are subject to change by the DIRECTOR to meet the needs of the Center. Any request for days off must be given in writing seven days in advance. It must be approved by the Director in advance. Any special request will be honored whenever possible and when coverage is available.

## Clocking In/Out

Each hourly staff member is responsible for clocking in and out each scheduled workday using a timecard and the time clock. Staff members may not clock in more than 5 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director and/or Assistant Director must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay date.

## Personal Belongings

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children in the office, break room, or your personal vehicle. KRH is not responsible for lost or stolen items. Personal bags, medicine, personal chargers, etc. are not permitted in the classroom.

## Calling in Sick

If a staff member is ill and unable to work, the Director and/or Assistant Director should be notified immediately, **by phone 2 hours prior to your shift**. Electronic communications such as text message and email are not acceptable methods of contact when reporting sick. If absent more than two consecutive days, the Director and/or Assistant Director will require a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

## Paychecks

Paychecks are distributed on Tuesdays Bi-Weekly at KRH. Your checks will be given at the end of your shift.



**\*\*\*PAY DATES MAY BE SUBJECT TO CHANGE DEPENDING ON THE NEEDS OF THE CENTER. YOU WILL BE NOTIFIED IF A CHANGE IS GOING TO BE MADE**

## **Parent Relationships**

Many of our employees will become well acquainted with the parents of the children. This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

- Talk with parents about an issue with their child only if you are not in the classroom with children.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Do not focus only on the negative.
- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know." Instead, say "I'm not certain of the answer for that; can I get back to you?" then find the answer and reply to the parent as soon as possible.
- Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

### **HANDLING PARENT COMPLAINTS**

- Listen carefully. Many times, a person just needs an opportunity to air his or her feelings and feel they have been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence. ("You're upset that Gavin isn't able to stay awake for dinner and seems crabby at night.")
- State the changes that you think the parent would like to have made. ("You would like us to make sure Gavin lies down for at least an hour every afternoon.")
- State what you will do to solve the problem. ("I will speak with the other teachers and make a note on his chart to make sure the message reaches everyone.")
- Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. ("I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?")
- If you are unsure how to solve the complaint, refer the parent to the Director and/or Assistant Director. ("I'm not sure how to answer that; the Director and/or Assistant Director will be able to better help you.")

## **Gross Misconduct**

Some offenses are so serious that they can result in termination without previous warning. The following examples are listed for your guidance. This may not be a comprehensive list of all prohibited actions that may result in termination.

- Inappropriate behavior towards parents. (all staff is always expected to be professional and courteous. If a parent becomes rude to you, please allow the Director to handle the situation.
- Neglect or physical abuse of a child.
- Withholding of food, nap, or other comfort to a child.
- Failure to report to work three days with proper notification.
- Falsification of records (Employment application, time clock, and or your records.)
- Working under the influence of drugs or alcohol.
- Smoking in prohibited areas.
- Conviction of a felony or offense committed while employed at our Center.
- Fighting, threatening, violence or boisterous or disruptive activity in the center.
- Leaving a child unattended in or out of the building, on a van.
- Sleeping while on duty anywhere.
- Sexual or unlawful or unwelcomed harassment.
- Negligent or improper conduct leading to damage of employer-owned or customer-owned property,
- INSUBORDINATION that shows gross disrespect such as threatening, acting mad, causing a scene, profanity, or yelling at upper management.
- Unauthorized use of telephones, mail system, or other employer owned equipment. (No cell phones during work hours).
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Unsatisfactory performance or conduct.
- Sharing confidential information about the center or any employees, parents or children.
- Promoting or sharing rumors or negative information about KRH.
- There will be repercussions to any of these violations. Depending on the severity of the offense it will be at the director's discretion how it will be handled. It could become a warning, suspension or termination.

## **Conflict of Resolution**

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director and/or Assistant Director in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time.

## **Orientation**

All new employees are oriented to the Kids R Here Center policies and procedures. This begins on the first day of employment and continues throughout your first 30 days of employment. You may ask for help understanding these policies. And procedures from the Office staff or your classroom team mates. We are Team players please work together. A 30-day review will evaluate an employee's performance of all expectations explained during orientation. It is a staff member's responsibility to uphold center expectations.

### **OUR ORIENTATION PROGRAM COVERS THE FOLLOWING:**

- Review of centers policies.
- Training in emergency procedures, including the operation of extinguishers.
- First-aid procedures.
- Job responsibilities and any other duties assigned.
- Training in recognition of childhood illnesses and infectious control, including hand washing procedures and universal precautions for handling bodily fluids.
- Schedule of KRH.
- Review of neglect laws and reporting procedures.
- The procedure for ensuring that all KRH employees know children assigned to their care and their whereabouts.
- Child management techniques.
- Integrity of children with disabilities program.
- Confidentiality policies
- All new staff must be oriented in the requirements of the Minimum Standards Handbook, the facilities childcare policies, the procedures to follow in handling emergencies and exits, and the use of all fire extinguishers.

All staff members must obtain 24 hours of training annually, exclusive of C.P.R. and First Aid, from the following areas:

- Child Development
- Care of Children with special needs
- Adult and child health
- Nutrition and Safety
- Curriculum Training
- Risk management
- Identification and care of ill children
- Recognition of Child abuse, Neglect, and Sexual Abuse and the Responsibility of reporting incidents
- Cultural Diversity

## **Benefits**

### **Childcare Benefits**

Full time employees will receive half off their child's tuition. The tuition will automatically be removed from your pay each paycheck.

### **Paid Vacation**

Vacation pay is earned after one year of employment. Vacations are paid to employees who work a minimum of 35 hours per week. After the first anniversary date of hire, you earn one week (40 hours) of vacation. You must put a request in to the director of your vacation 30 days in advance, the approval of your vacation is up to the director and if it is feasible in the schedule, you will be approved. You must use your vacation week within the year of receiving, it cannot be rolled into the next year.

Employees who have finished 3 years of employment will receive 2 (40) hour vacations.

Employees who have finished 6 years of employment will receive 3 (40) hour vacations.

Vacation weeks cannot be taken together, they must be taken one week at a time.

## **Paid Holidays**

KRH grants holiday pay for employees after one year of employment who work a minimum of 35 hours per week for the following holidays:

- New Year's Day
- MLK JR Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the following day
- Christmas Day and the following day

## **Paid Sick Days**

KRH offers 5 paid sick days for employees after one year who work a minimum of 35 hours per week. Sick days cannot be taken with your paid vacation. Sick days require a doctor's note.

## **Jury Duty**

Jury Duty is considered part of your civic duty, and thus the Center will excuse your absence from work. (unpaid absence.)

## **Bereavement Leave**

Time will be given to employees for funeral for immediate family members. Husband, Wife, Child. Mother, Father, Sister, Brother.

## **Health, Safety, and Emergency Procedures**

### **Accident Procedures**

All accidents must be reported immediately to the Director. Accident reports must be written, signed by an administrator, given to the parents, and copied for the child's file. Close supervision of the children is the best way to prevent these mishaps. Use risk management to keep the environment safe and hazard free. KRH strives to provide the best in equipment, that is maintained, and in overall good working condition, so all children will be safe in our classrooms and on the playground. Safety is a JOINT effort off all staff members and

employees requiring all of us to become risk managers. If you see a problem report it to the Director or Assistant Director, so it can be assessed and handled promptly.

## **Abuse/Reporting**

All KRH staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

### **CHILD ABUSE HOTLINE 1-800-252-5400**

Staff members may directly report suspected incidents of child abuse or neglect to the Texas State Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director and/or Assistant Director of the report and together decide whether to inform the parents of the report.

If a KRH staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Human Services (DHS). KRH will cooperate with any DHS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

## **Emergencies**

### **All emergency routes and exits are posted by every exit.**

- A First Aid kit is located on the wall near the outdoor exit in each classroom. An additional First Aid kit is also available in the office. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- Blood borne pathogens kits are available in the office and in each of the hallway bathrooms.
- All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff



members are required to call parents before picking up to inform them of the incident.

- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
- In the event of an emergency, it is important to remain calm.
- As a staff member, your first responsibility is ensuring the safety of the children in your care.

## **Severe Weather**

In the event of severe weather, the center will take close and cautious precautions to ensure safety of staff and children. KRH follows the local school district closing policy; if the school closes for severe weather, we do too.

In the event of a tornado teachers will take their class along the severe weather route to the safest classroom. Mats should be placed on top of the children.

## **Intruder or Dangerous Adult**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

### **If there is an intruder or dangerous adult in the center:**

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

### **IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:**

- Staff members will be notified by the Director and/or Assistant Director of the threat using the “All Page” feature on the telephones.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the local police department to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

### **IN THE EVENT OF AN INTOXICATED PARENT:**

- The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted. • If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified. • Call the local police department and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

## Evacuations

### **IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:**

- Assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
  - o Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: fence at the back of the playground. Every classroom must stay together as a group.
  - o Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for.
  - o If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.
- The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for.

**\*\*FIRE DRILLS WILL BE PRACTICED MONTHLY\*\* The Director or Assistant Director will initiate all drills and maintain records of all drills.**

## SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, KRH has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat or swing, if they have fallen asleep the teacher must move them to their crib.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib.

## Guidelines for Exclusion Due to Illness

Our priority at KRH is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever of 101 or greater**, until 24 hours symptom free without fever reducing medication
- **Signs/symptoms of severe illness**, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- **Blood in stools** not explainable by dietary change, medication, or hard stools
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/ symptoms of illness
- **Mouth sores** with drooling, unless a health care provider determines the sores are not contagious
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye (conjunctivitis)** until after treatment has been initiated for 24 hours
- **Head lice**, from the end of the day until after first treatment
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend childcare
- **Impetigo**, until 24 hours after treatment has been initiated
- **Hand Foot and Mouth** sores have dried and crusted and no fever

- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A** virus, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- **Unspecified respiratory tract illness** accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

KRH reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child/staff is not contagious.

## **Handwashing/Glove Policy**

All adults in KRH classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

### **HOW TO WASH YOUR HANDS MOST EFFECTIVELY**

- Use soap and warm (between 60- and 120-degrees F), running water
- Rub hands vigorously for at least 20 seconds (sing the “ABC’s”).
- Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain
- Rinse hands well with the water running
- Dry hands with a disposable towel
- Turn off water with the paper towel

### **WHEN TO WASH YOUR HANDS**

- Upon arrival in the classroom
- When changing from one group of children to another
- Before preparing or serving food
- After eating food
- After diapering/toileting a child
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after sensory play, including water play
- After coming indoors or returning from a break
- After handling pets
- After using the restroom

### **WHEN TO WASH THE CHILDREN’S HANDS**

- Upon arrival in the classroom
- Before eating, drinking, or preparing snacks for others
- After eating
- After using the toilet or having their diapers changed
- After contact with bodily fluids (vomit, blood mucus)
- Before and after sensory play, including water play
- After returning indoors from the playground
- After handling pets

If they are too young to do it themselves, YOU wash the children's hands. Older children should get into the habit of hand washing to stop disease from spreading. Remember: they will learn by watching YOU.

## **Cleaning and Disinfecting**

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in childcare settings. Routine cleaning with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. Sanitizing removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized. But some childcare items and surfaces require the added step of disinfecting after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, tabletops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective, and easy way to remove or kill germs found on surfaces in childcare. Bleach and water solution may be used in several ways:

- Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.
- Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.
- Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

## **Daily Duties of Staff**

### **Morning Duties**

Make sure all program room doors are unlocked; mix new bleach water; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day's lesson plan.

## **Noon/Nap Duties**

Straightening of shelves; sanitizing toys; cleaning tables/chairs/floors; curriculum planning; wash dishes; complete daily activity sheets for children; and prepare for afternoon.

## **Evening Duties**

Wash or spray toys that have been mouthed by children with bleach solution and air dry; take trash to dumpster, sanitize trash can, and replace trash bag; put toys and equipment away; check outdoor play area for equipment that needs to be put away; sanitize tables, chairs, and shelves; wash dishes; empty bleach solution; vacuum carpets; lock all program room doors after the last parent leaves for the day.



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The employee handbook was gone over with me on \_\_\_\_\_ date. I hereby acknowledge the receipt of this document. I understand the content and agree to adhere to policies discussed.

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

Management Signature: \_\_\_\_\_





**WAGE DEDUCTION AUTHORIZATION AGREEMENT**

I understand and agree that my employer, Kids R Here Enterprise, Inc may deduct money from my pay from time to time for reasons that fall into the following categories:

1. Installment payments on loans or wage advances given to me by the Company, and if there is a balance remaining when I leave the Company, the balance of such loans or advance;
2. If I receive an overpayment of wages for any reason, repayment to the Kids R Here of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless Kids R Here and I agree in writing to a series of smaller deductions in specified amounts);
3. The cost of repairing or replacing any Company supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Company during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount)\*;
4. The cost of Company uniforms and of cleaning the uniforms (the Company will deduct only the actual price it pays for uniforms and cleaning costs) \*\*;
5. If I take paid vacation or sick leave in advance of the date, I would normally be entitled to it and I separate from the Company before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
6. The value of any time off for absences to which paid leave is not applied (except in the case of those who are paid a fixed salary for fluctuating workweeks, non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law); and
7. If I do not follow through on my end with the End of Employment Policy discussing accurate notice of departure AND fulfilling the notice given (Policy attached)

I agree that Kids R Here may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that Kids R Here has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Employee's Name – Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Company Representative - Printed

\_\_\_\_\_  
Date



**End Of Employment Policy**

In the event a staff member chooses to resign from their position at Kids R Here, we require that you give at least a two (2) weeks’ notice to be given and ask at least a one-month (30 days) notice if you are in management to be given.

Staff members who fail to give the required 2 week notice of resignation will be paid a deduction of the difference between his or her hourly rate minus the current rate of minimum wage (example provided below). If a staff member is paid salary, their pay will be adjusted to hourly. If a staff member provides a written 2 week notice and fails to fulfill it will forfeit any paid time off due to them, this applies to vacation and sick days.

Example: If an employee earns \$9.00 an hour, and fails to do the following:

1. Give at least two weeks’ (30 days if management) advance written notice of resignation to Kids R Here, and
2. Return all company property that has been issued to employee within 3 days of his/her final work day, then

$\$9.00 \times 80 \text{ hours} = \$720.00$

$\$9.00 - \$7.25 = \$1.75 \quad \$1.75 \times 80 = \$140$

Final pay will be  $\$720.00 - \$140.00 = \mathbf{\$580.00}$

The final paycheck may include outstanding deductions for childcare, shirts, non-returned keys to the school, or other items that belong to Kids R Here.

Please keep the center informed of any address changes so we can mail the W-2 tax statement to the proper address.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Employee’s Name – Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Company Representative - Printed

\_\_\_\_\_  
Date