

EMPLOYEE HANDBOOK

Chutes 'N Ladders, LLC

13425 Muriel Avenue,

Port Charlotte, Florida 33981

PURPOSE OF THE EMPLOYEE HANDBOOK

This handbook provides information on procedures, policies and other personnel matters. It also sets the tone for positive interpersonal relationships, professionalism, and standards of excellence among the staff of Chutes 'N Ladders LLC. These personnel policies are an important element in the relationship between the Center and individual members of the staff. These policies affect every employee and apply to all employees. The Center recognizes the value of every individual as an employee and wishes to retain people who are knowledgeable and willing to work. It is even more important, however, that staff members are genuinely concerned with the welfare of the children enrolled at the Center, with their parents, and with the reputation of the Center as a quality institution. All employees should earn a fair salary, have a good working environment, and enjoy security in their position, enabling them to enjoy their work and contribute to the continuing success of the Center. Although adherence to these personnel policies is considered a condition of employment, nothing in this handbook is intended to imply a contract or convey any contractual rights and it may be modified or revised by Chutes 'N Ladders LLC at any time. Policies will be reviewed periodically, and changes or amendments will be presented to each staff member. When changes are made, employees will be notified in writing. If you believe a policy has become outdated or is adversely affecting employee performance, please advise the Owner or Director. Suggestions are always welcome. However, continually neglecting to adhere to the following policies and procedures may result in loss of employment.

PRIMARY GOALS OF THE CENTER

The mission of Chutes 'N Ladders LLC is providing children with quality care in a safe and secure. Environment which offers many opportunities for physical, social, emotional, and cognitive Development. Staff members to keep in mind the following goals:

1. To create a setting in which children find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.
2. To assist each child to grow to his fullest potential by recognizing each stage of development and fashioning an environment (i.e. curriculum, facilities, staff) designed to nurture and facilitate growth during each stage.
3. To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.

4 - To assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

Chutes 'N Ladders LLC will utilize a school-readiness approved curriculum, which encourages child-directed learning through activity and play. Our teaching method is through learning centers as well. Children will choose from art, blocks, home living, and puzzles and manipulative, with some activities planned to help teach the children. We encourage the parents to become involved in their child's learning experiences. Parents and teachers are partners when it comes to the children's care. Parents are welcome to observe the center and your child's day at any time.

EQUAL OPPORTUNITY EMPLOYMENT

It is the intention of the Center to be in compliance with Federal, State, and local laws at all times. The Center does not discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religious, racial and cultural backgrounds is encouraged for the good of the children, their parents, and the community.

HIRING PROCEDURES

All new employees will be hired on a 90-day probationary period. At the end of this period, each employee receives an evaluation by the Director. The employee and Director will discuss strengths and areas to improve on. Employees may be let go at any time during this probationary period if the Director feels the employee is not fulfilling the needs of the Center.

WORK WEEK SCHEDULE

The Center is open from 6:30am 6:00pm, Monday through Friday of each week, except for specified holidays. Flexible hours, which meet the needs of the center, may be employed at the discretion of the Director. Employees must be available to work the hours stated. Schedules, lunch and work breaks are established by the Director and may be changed according to work and staffing requirements. All employees shall clock in and out of the Center daily (including for any lunch breaks). The Center utilizes a computer time clock program. Each staff member will be assigned an employee id and will also need to choose a four digit password, which will be confidential between the Director and employee. DO NOT allow other staff members to clock you in or out. All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and so all employees are expected to maintain prompt, regular attendance. Excellent attendance and punctuality are reflections of reliability and a positive work attitude. Both are an important part of performance evaluations. Recurring tardiness, excessive absence, and/or failure to provide adequate prior notice of absence without good cause, are grounds for disciplinary action, including termination. Disciplinary action is outlined in more detail in the addendum "Employee Absence Policy".

PAY DAY / SALARY DEDUCTIONS

The center runs on a weekly pay schedule, from Friday to Thursday. Any training or background screening costs will be deducted from your paycheck as stated later in this handbook. Pay day will be Friday. Salaries are contracted personally between the Director and employee. Starting salary will be based on previous experience and training. Any increase in salary will be based on staff evaluations, and commitment to the program.

CLASSROOM/CLEANING ASSIGNMENTS/ JOB DUTIES

Every effort will be made by the Director to place each staff member with the age group of their choice. However, changes may be made as needed based on student attendance. Employees will be responsible for following the daily schedule posted in that classroom and preparing activities in accordance with the curriculum. Activity plans will be due for approval by the Director each Thursday for the following week. A list of necessary supplies should be included with the weekly plan. Daily reports shall be provided to the parents, as appropriate. The classrooms, including toys, shall be cleaned and sanitized accordingly at the end of each day. Other cleaning assignments, such as the bathroom and playground equipment, will be rotated among staff members are required to adhere to the Department of Children and Families rules and regulations as outlined in Florida Administrative Code Chapter 65C- 22, Child Care Standards, and Florida Statutes Sections 402.26 402.3 19. A copy of both of these pieces of legislation will be given to you prior to employment at the facility. Failure to comply with these rules and regulations will be grounds for dismissal. **

SUPERVISION

Children must always receive supervision during all activities, including indoor and outdoor play. Staff must watch and direct children's activities within the same room or area designated for play or nap time, and positively respond to each child's needs. Under no circumstances should children ever be left alone. There is no excuse for lack of proper supervision.

STAFF MEETINGS

A paid staff meeting will be held when needed at the close of business. Attendance at these meetings is mandated and considered a condition of continued employment. Staffs are encouraged to discuss any situation, positive or negative, that deserves attention.

SMOKING ALCOHOL DRUGS

Smoking, alcohol, and drugs of any kind (except for valid prescription medication) are absolutely prohibited on or near Center facilities, inside or outside. A use of these substances in or near the Center is grounds for immediate termination. The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance on Center property is prohibited.

Being under the influence of alcohol or illegal drugs on Center property is prohibited. The illegal or improper use of alcohol or drugs on Center property is prohibited. Any employee found to be under the influence of alcohol or drugs will be immediately dismissed. The center may perform random drug tests to ensure compliance with this policy.

**Mobile/cellular telephone use in the classroom is strictly prohibited.

Mobile/cellular telephones may be turned on only during breaks, lunch hour, or before/after shifts.

PROFESSIONALISM / CONDUCT

Staff attire should be practical while reflecting an attitude of pride and professionalism. Since staff act as role models for young children, choices must be consistent with conservative and generally accepted standards. All information about parents and children is confidential. Do not discuss any information regarding the children or family outside of the professional setting. Outside relationships with families should not impact treatment of the children in care. Please do not offer or accept babysitting positions for children who attend this center. This is considered a conflict of interest. Conferences with parents are to be conducted with a full staff input and never in a social setting outside the Center. Conferences are to be scheduled and with the Director present. Casual conversations with parents should never include personal opinions or statements concerning the Center's business. Staff must constantly be aware of their language and mannerisms in the children's environment. Only positive statements are to be used around the children of the Center. Staff should not discuss Center or personal problems around the children.

DRESS CODE

Staff should wear the uniform all the time during their shift, khaki casual pants (length to the knee) and navy blue polo shirt (two shirts will be supplied), Chutes 'N Ladders T-shirts are acceptable for the hot weather. Clothing must be clean and in good condition, with no obvious stains or holes. Clothing must not present tobacco products, alcohol, drugs, violence, or sexual innuendo. Accessory choices should take into account concern for safety and hygiene. The way a staff member dresses makes a statement about how seriously they take themselves and their

work. It should demonstrate common sense and respect for others (children, parents, and staff) in the environment. Safe and practical footwear must be worn at all times ("water/aqua shoes" may be worn during water play days on the playground), which means sneakers or other sturdy, rubber-soled shoe. Flip-flops, sandals, bare feet or dressy shoes are prohibited. Footwear must be capable of remaining on the wearer's foot in any position without any effort by the wearer. A Director may require an employee to improve or correct their appearance. Employees whose personal appearance, personal hygiene or demeanor is not appropriate for work will be asked to clock out and to return to work appropriately dressed.

VACATION HOLIDAYS/TIME-OFF

Employees may receive the following paid holidays after the 90-day probationary period:

- New Year's Day
- Day after New Year
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Day after Christmas

If any major holiday falls on a Tuesday or Thursday. There is a possibility the center will be closed the corresponding Monday or Friday. The Director may schedule other days off for professional development, renovations, or other need of the center. Each employee will be awarded one week paid vacation time after one year of employment. A vacation request form must be completed and approved by the Director at least one month in advance. The Director must be notified of any necessary time-off at least two weeks in writing in advance whenever possible. Please try to make appointments around your work schedule or as close to the beginning or end of your shift as possible.

PERSONNEL FILE REOUIREMENTS

The Department of Children and Families requires certain documentation be on file for every employee. Employees will receive a packet of documents upon hire. These must be returned on or before the first day of employment. Failure to return these completed documents, including background screening information, will result in a delay of employment.

BACKGROUND SCREENING

Staff members are required to be of good moral character. Clearing House Background screening will consist of employment history checks, FBI records check, FDLE records, check and local law records check. New regulations for applicant from out of state visit link <http://www.myflfamilies.com/> Employees will be required to sign an Affidavit of Good Moral Character, which lists all offenses that will disqualify a candidate from employment in the field of childcare. Please inform the Director immediately if you have been arrested for one of those offenses listed.

TRAINING

Child Care Employees:

All child care employees before start date are required to complete 40 hours of mandated training and must meet the early literacy training requirement.

1. 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses (below)
2. 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development,
3. Must pass competency exams for the 40-hours training to demonstrate their competency.

10-clock-hours of Annual In-service training completed between July 1 and June 30 each year

- **Part I** All child care personnel are required to complete the following 30-clock-hours which are divided into five training courses:

1. Child Care Facility Rules and Regulation (6 hours)
2. Health, Safety, and Nutrition (8 hours)
3. Identifying and Reporting Child Abuse and Neglect (4 hours)
4. Child Growth and Development (6 hours)
5. Behavioral Observation and Screening (6 hours)**

**New Behavioral Observation and Screening curriculum (BOSR) was released July 2014. Individuals who have completed the old Behavioral Observation and Screening courses (BOS or BOAS) to meet Part I training requirements do not have to retake the courses, and their existing certificates will remain on their child care training transcript. However, they may choose to take the new courses to earn CEUs or in-service credit only.

- **Part II**

All child care personnel are required to complete 10-clock-hours of training from the following courses:

6. Understanding Developmentally Appropriate Practice (5 hours) *

7. Infant and Toddler Appropriate Practice (5 hours)*
8. Preschool Appropriate Practice (5 hours)*
9. School-Age Appropriate Practice (5 hours)*
10. Special Needs Appropriate Practices (10 hours)
11. Early Literacy for Children Age Birth to Three (5 hours - online)
12. Basic Guidance and Discipline (5 hours - online)
13. Early Childhood Computer Learning Centers (5 hours - online), or
14. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours - online).

*In order to use the 5-hour Appropriate Practice courses to meet the Part II training requirement, individuals **must** complete the 5-hour Understanding Developmentally Appropriate Practice course and one of the 5-hour age-specific courses (Infant and Toddler, Preschool, or School-Age Developmentally Appropriate Practices).

* New Developmentally Appropriate Practice (DAP) curriculum was released August 2015. Individuals who have completed the old DAP courses to meet the Part II training requirements do not have to retake the courses, and their existing certificates will remain on their child care training transcript. However, they may choose to take the new courses to earn CEUs or in-service credit only.

DISCIPLINE POLICY

At Chutes ‘N Ladders LLC, children will receive guidance and discipline — never punishment. Discipline is a positive approach, consistent with the age and needs of the child. Our goal is to help children grow to become independent, socially responsible people. This involves learning how to make responsible choices and accepting consequences. Children are encouraged to be kind, polite, use good manners, and get along well with others. Discipline techniques may include:

Teaching by example — Children learn based on what they see. Staff members will be sure to behave appropriately as a way for children to model their own behavior.

Acknowledging and accepting each child's feelings, and allowing the child to express his/her emotions in an appropriate manner. Teachers will encourage older children to solve their own problems verbally.

Positive reinforcement—direct praise will be provided at all times for acceptable behavior. By the same token, staff members will be sure to tell children what "to do" as opposed to what "not to do."

Re-direction — if a child is observed to be getting upset, staff will attempt to redirect the child's attention to another activity to avoid escalation in the situation.

Time-out/Thinking Time — will only be used as a last resort. This will give the child time to take a few deep breaths and relax. The child will always be in view, with time-out lasting one minute per age of the child. If a child becomes physically aggressive, he/she will be separated from the group immediately. If the teacher is unsuccessful in calming the child by using the above techniques, the child will be referred to the Director. If the child still cannot calm down, a parent will be called to pick up the child within 30 minutes. A parent/teacher conference may be scheduled to discuss ongoing behavioral issues. Frequent incidents of aggressive behavior may result in dismissal from the program. Child shall not be subject to disciplinary action that is severe, humiliating, or frightening, nor associated with food, rest or toileting. The use of physical

punishment is never permitted, despite approval by a parent. ****My violation of the above noted disciplinary practices is grounds for immediate dismissal****

PARENT PICK-UP/DROP-OFF PROCEDURES

Parents should be greeted with enthusiasm each time they enter the Center. All staff members should try to know each parent by name. Parents are required to sign their child(ren) in and out each day with the arrival and departure time noted. Please remind parents to comply with this requirement. Staff members will also have attendance records in each classroom, but it is necessary for the parent sign in and out sheet to be accurate as per DCF and Early Learning Coalition standards. Shall be released only to parents and authorized persons listed in the child's file. Please ask to see identification prior to release.

HEALTH POLICIES

To ensure the health of the children and staff at Chutes 'N Ladders LLC, a child displaying any of the following signs or symptoms of illness should not be brought to the center and will be sent home:

1. Severe coughing, causing the child to become red or blue in the face, or make a whooping sound
 2. Difficult or rapid breathing
 3. Stiff neck
 4. Diarrhea (more than one abnormally loose stool within a 24 hour period)
 5. **Temperature** of 101 degrees Fahrenheit or higher, when in conjunction with any other signs of illness
 6. Conjunctivitis (pink eye)
 7. Exposed, open skin lesions
 8. Unusually dark urine and/or gray or white stool
 9. Yellowish skin or eyes, or
 10. Any unusual sign or symptom of illness
- Staff members will monitor each child's health during the day. If any child is observed to be with any of the above symptoms, the child will be brought to the isolation area in the Director's office. A parent or authorized pick-up person will be called to pick up the child within one hour.

FIRST AID/CPR

All staff members are required to have current certification in Infant/Child CPR and First Aid. Courses are offered at the Early Learning Coalition, as well as other resources in the community. The cost of these classes will be deducted from the employee's next paycheck after registration is

paid by the Center.

The Center is required to have one first aid kit with the following items:

Soap

Band-aids or equivalent

Disposable Latex Gloves

Cotton Balls or Applicators

Sterile Gauze Pads and Rolls

Adhesive Tape

Thermometer

Tweezers

Pre-moistened Wipes

Scissors

A current resource guide on First Aid and CPR procedures

The master first aid kit is located in a kitchen cabinet marked "First Aid". Should any of these supplies need to be replenished; you must inform the Director immediately. There will also be a first aid kit in each classroom.

MEDICATION

No medication of any kind is administered by Staff or Director.

ACCIDENTS/INCIDENTS

Any accident or incident that occurs during the day, no matter how minor it may be, must be written up on an "Accident/Incident Report". All areas must be completed, including child's name, age, date & time, nature of injury, witnesses, action taken and any treatment provided. If more than one child was involved, you must complete a report for each child. This report is to be given to the parent or authorized pick-up person at the time of departure. You must have the parent sign this report. The parent may have a copy for their own records. If the parent refuses to sign, document this information. This is in accordance with Florida Administrative Code 65C-22. Each classroom will have reports on the clipboard under the attendance sheet.

FIRE DRILLS

The center Director will conduct monthly fire drills. An emergency evacuation plan/route is posted in each classroom. The Director will blow a whistle to simulate the fire honk. Each

teacher will be responsible for getting all of the children in their classroom out safely according to one of the routes posted. The Director will assist where necessary and ensure all children and staff leave the building safely. A classroom attendance roster should be brought outside to ensure all children are present and accounted for.

EQUIPMENT

Staff members are responsible for the maintenance and care of all center equipment, indoors and out. All equipment should be checked each morning. In addition to daily checks, a weekly playground equipment check is mandatory. A checklist will be provided. Staff will rotate this duty. Broken equipment should be reported immediately to the Director. Quick maintenance can prevent certain items from needing replacement. Disorganization does not support the quality of play or the learning environment. All interest and play areas shall be continuously organized as necessary.

NAPTIME

Rest time at the center is from approximately 12:45 — 2:45. Each child will be given a 1" thick kinder mat. These mats are to be sanitized at the end of each nap period. Staff is responsible for ensuring all mats are in good condition. Any mats with rips or tears shall be brought to the Director for repair or replacement.

Meals/Snack

Center will provide lunch for each child, and the Center provides Breakfast, Lunch and afternoon snacks. We are approved with the USDA for our Food program. The food children eat affects their learning and behavior, as well as their growth and development. It is our job to introduce nutritious eating habits to children early in age. Foods and serving sizes should be chosen in accordance with the USDA Food Guide Pyramid for Young Children. Employees are expected to sit with the children during lunch and snack. Staff may enjoy a small snack or lunch at this time if desired. This is an excellent opportunity to discuss food and nutrition. Infant's bottles may be kept at the center specifically for each child. Each bottle must be labeled with the child's first and last name.

GRIEVANCES

Any concern or displeasure with policy or other staff should be handled immediately through conferences with the Director. Most problems can be solved in a reasonable manner when approached promptly and maturely. Situations left to fester will only disrupt the program and be detrimental to the children.

*A minimum of two-week notice is required prior to leaving employment.

Name _____

Please read and initial each statement:

I have read and received the Employee Handbook. I agree to abide by policies and procedures listed in the handbook, or face dismissal of employment. I have received a copy of the Florida Administrative Code 65C-22 and Sections 402.26—402.319. I understand these two pieces of legislation govern Child Care Facilities. I must abide by these rules and regulations or face dismissal of employment. I understand and agree with the Discipline Policy of Chutes 'N Ladders I understand training and background screening requirements and agree to adhere to the timelines outlined in the handbook.

I understand the following procedures:

- First Aid kits
- Fire Drills
- Nap Time
- Lunch and Meal Time
- Sanitizing and Cleaning
- Toys and Equipment
- Caring for a sick child
- Attendance Sheets

Drop off/Pick up procedures

Employee's Signature Date

Date Owner/Director's Initials Date

Chutes 'N Ladders LLC

Employee Absence Policy

Excessive absence on the part of Chutes 'N Ladders LLC staff has a negative effect on the services provided to the children in care, as well as the morale of other employees. You are a valued member of our staff the children in care and co-workers count on you to be at work as scheduled. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Regular and punctual attendance is an ongoing expectation for all employees. If you have occasion to be absent from work, you will be expected to abide by the following attendance policies. We will be utilizing a point system to keep track of each employee's absence.

EXCEPTIONS: The following absences shall not be considered under this procedure.

- Absences from work approved by the owner. The owner shall be notified at least 2 weeks in advance of scheduled absence.
- Serious medical conditions and other absences covered by the Family and Medical Leave Act
- Death of a family or household member
- Authorized absence due to job-related injury
- Disciplinary suspension days
- Absences due to illness with a doctor's note

Family Medical Leave Act (Synopsis):

Covered employers must grant an eligible employee* up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition

*worked for at least 12 months under this employer and at least 1,250 hours over the previous 12 months time.

UNSCHEDULED ABSENCES:

Employees who cannot report to work as scheduled must notify the employer within 2 hours of

the scheduled start time, or as soon as the center opens. Any employee that does not show up to work without notifying the employer will be immediately terminated. Staff members are expected to keep unscheduled absences to a minimum- The following list constitutes unauthorized absences. Each absence will be given a point value as stated.

- Tardiness — arriving 5 minutes late for your shift (1/2 pt)
- Leaving early before the end of your assigned shift (1/2 pt) without authorization
- Extending breaks beyond the allocated time (1/2 pt)
- Absences from assigned work shift where proper reporting procedures have not been followed. (1 pt)
- Absences from assigned work shift where a doctor's note has not been provided when requested. (1 pt)
- Absences not covered by Family and Medical Leave Act and not pre-authorized by the owner. (1 pt)

An employee with 6 points in a 12-month period is considered to be in violation of the Absence policy. The first absence starts a 12-month counting period. Once an employee reaches 3 points, he/she will receive a written reprimand/warning. If an additional 2 points are received within the same 12-month period, the employee will receive a salary deduction. If an additional point (totaling 6 points) is received within that same rolling year, the employee will face termination. At the end of the 12-month period, counting starts anew. An employee may face disciplinary action for a succession of unexcused absences in a shorter period of time at the owner's discretion.

I have read and understand the above mentioned Employee Absence Policy.

Name:

Date:

Name _____

Please read and initial each statement:

_____ I have read and received the Employee Handbook. I agree to abide by policies and procedures listed in the handbook, or face dismissal of employment.

_____ I have received a copy of the Florida Administrative Code 65C-22 and Sections 402-26-402-319. I understand these two pieces of legislation govern Child Care Facilities. I must abide by these rules and regulations or face dismissal of employment.

_____ I understand and agree with the Discipline Policy of Chutes 'N Ladders LLC.

_____ I understand training and background screening requirements and

agree to adhere to the timelines outlined in the Handbook.

_____ Absence policy,