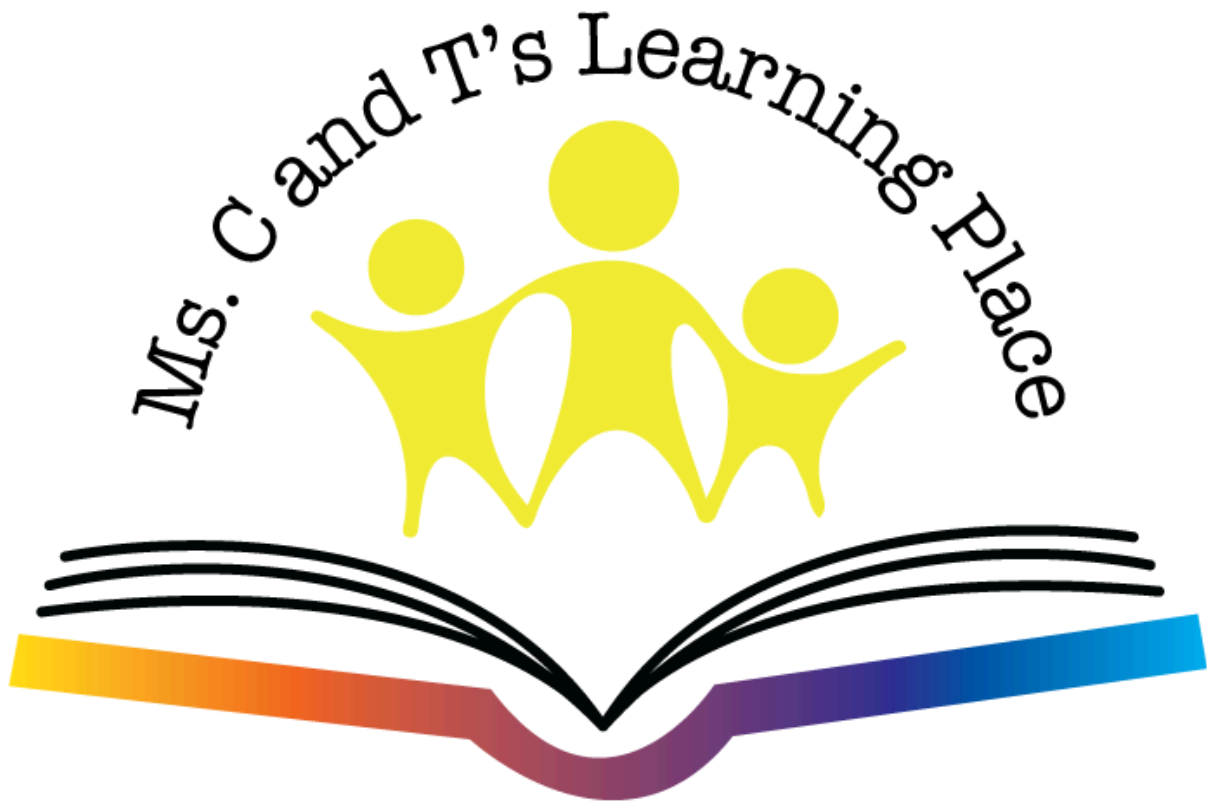


“Four Walls with the Future Inside”



Staff Handbook

2114 N Michigan Ave

Saginaw, MI 48601

989-759-9010

mctlp@yahoo.com

This handbook is intended to familiarize staff members with current Ms. C and T's Learning Place policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.mctlp.com. A print copy of the handbook is available upon request. Ms. C and T's Learning Place

*reserves the right to revise 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.*

Welcome New Staff,

We want to thank you for choosing Ms. C & T's Learning Place. We are so glad to have you part of our team. We are pleased to have you on this journey with us. Ms. C & T's Learning Center is a play based and educational childcare facility offering service 5 days a week. It is our mission to provide quality childcare for children and families in the Saginaw area. Our learning program exists to provide infants, toddlers, preschoolers, and school-age children with a warm and loving environment where he or she can feel empowered, safe and loved.

Our classrooms provide an engaging environment for children while supporting their cognitive, physical, social and emotional developmental needs. We promote acceptance, respect, and individuality. Ms. C & T's Learning Place is committed to nurturing and challenging each child to progress. We offer stimulating challenging materials and community activities that positively affect each child and their family. We prepare the curriculum so that it offers stimulating, challenging materials, and activities. Ms. Christy and Ms. Traci is dedicated to providing the best work environment for our staff. Our program is set up for staff to grow in all areas of childcare. Teachers like you who have chosen to contribute their talents and expertise to our center are dedicated individuals and for this we thank you. Welcome to Ms. C & T's Learning Place!

Sincerely,

Ms. Christy Ferguson



Owner & Director

Mrs. Traci Murray



Owner & Director

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WHO WE ARE

Philosophy

Ms. C & T's Learning Place is a play base and educational daycare facility. It is our mission to provide quality care for children and families in the Saginaw area. Our learning program exists to provide infants, toddlers, preschoolers, and school-age children with an environment where he or she can feel empowered, safe and loved. Our classrooms provide an engaging environment for children while supporting their cognitive, physical, and social and emotional developmental needs. We promote acceptance, respect, and individuality. Ms. C & T's Learning Place is committed to nurturing and challenging each child to progress. We offer stimulating challenging materials and community activities that positively affect each child and their family.

Goals

1. Provide quality and affordable childcare service to families
2. Build partnerships with our community with fellow businesses
3. Provide a safe, clean, stress-free and nurturing environment.
4. Provide an environment where children learn self-love and respect for others
5. Provide an environment where children are free to use their imagination
6. Encourage Children to be independent and problem solvers
7. Establish a strong educational foundation
8. Promote healthy eating habits
9. Provide spiritual growth
10. Embrace and promote diversity

Core Values

MCTLP is committed to being the best of the best in the provision of quality preschool and child care and takes pride in having people on its team who care about children and are inspired in

their work by a desire to help children. I also understand that the success of this commitment depends 100% on our individual and cooperative efforts. Therefore, I agree to accept a partnership with MCTLP in its commitment to service excellence. I will S.T.E.P. up to the challenge of service excellence through the following:

SERVICE I agree to always put children and families first. I agree to quickly and appropriately meet the needs of all customers. I agree to be professional and exhibit a positive attitude. I agree to be caring, courteous, respectful and compassionate.

TEAMWORK I agree to promote a sense of unity and teamwork in my work area and throughout the organization. I agree to be a responsible team member who is honest and accountable for my actions. I agree to support the members of my team. I agree to act as a role model by promoting cooperation between departments.

EXCELLENCE I agree to constantly strive to improve the quality and timeliness of services provided. I agree to use and conserve resources wisely. I agree to continuously improve personally and professionally.

PROFESSIONALISM I agree to take pride in my work. I agree to comply with MCTLP standards and policies. I agree to honor the confidentiality of our children and employees. I agree to promote a positive image of myself and the organization through professional appearance and behavior.

Sometimes the challenges of my daily duties may cause me to question this pledge. I will remember that children depend on what I do. I will extend myself so that our children will receive a level of service that exceeds their expectations.

OPERATIONS

Administration

Director: Christy Ferguson

Director: Traci Murray

Operation Hours

Office Hours

Monday	9:00 a.m. - 4:00 p.m.
Tuesday	9:00 a.m. - 4:00 p.m.
Wednesday	9:00 a.m. - 4:00 p.m.
Thursday	9:00 a.m. - 4:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.

Facility Hours

Monday- Friday	5:30 a.m. - 7:30 p.m.
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Holiday Hours

- New Year's Day
- Martin Luther King Jr Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- General Election Day
- Thanksgiving Eve
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- Good Friday
- Juneteenth
- NewYear's Eve Day

- Total of 4 Friday a year for training (TBA)

Contact

Mailing Address: 2114 Michigan Ave Saginaw MI. 48601

Office phone: (989) 401-2339

Website: www.mctlp.com

Email: contact@mctlp.com



POLICIES

Personnel Policy

Ms. C and T's Learning Place strives to employ people who are the best qualified to meet the needs of the Center and the children under our care. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievements, personal attitude, and prior work experience in accordance with the necessary qualifications and essential duties listed on the job description.

Non-discrimination Policy

Ms. C and T's Learning Place is an Equal Opportunity Employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates, and/or employees without regard to race, color, religion, creed, sex, gender, age, national origin, sexual orientation, pregnancy, or disability.

Employees hired for positions where the primary responsibility is direct child care must be eighteen (18) years of age. These requirements are in accordance with the regulations established by our licensing agent and the State of Michigan.

Screening Policy

Staff

All staff paperwork is updated yearly. All employees must have the following before start of work:

1. Health History
2. Negative TB Test
3. DHS Clearance
4. ICHAT
5. FBI Fingerprinting
6. Bloodborne Pathogens Training
7. Infant, child and adult CPR, first aid and AED Certified
8. Safe Sleep Training
9. Shaken Baby Syndrome Training
10. SIDS
11. 24 hours of training

Parents/Volunteers

Parents/Volunteers are never left unsupervised with children.

Parents/Volunteers must sign in and out on the kiosk.

- DHS Clearance
- Negative TB Test
- ICHAT
- Volunteer Agreement Form

Drug screen

Ms. C and T's Learning Place, at its sole discretion, may require the drug screen to be completed again under certain circumstances - e.g., if the employee was involved in an accident in a company vehicle or while transporting children, hurt on the job. As well as other situations deemed appropriate by the Director. We are a drug free workplace.

Criminal Background Check

State law mandates that all employees must have FBI Live scan fingerprints (at staff expense.) State law and licensing regulations stipulate that if the report show the employee has open accusations or convictions of child abuse or neglect, or a felony violation of any law, immediately disqualify a prospective applicant from being offered employment with us. While prior violations of the law will not immediately disqualify a prospective applicant from being offered employment, some misdemeanor and most felony convictions will prohibit the Center from employing such an individual. These items are all in accordance with state licensing guidelines. Prospective employees who fail to meet these guidelines or who refuse to comply with any of the items listed above will be disqualified from employment consideration.

Licensing

Ms. C and T's Learning Place is a private program licensed by the Michigan Department of Human Services. A copy of the licensing rules is available for review in the office, and on the web <http://www.dhs.state.mi.us>.

Conduct and Ethics

The reputation of Ms.C and T's Learning Place is built upon the ethical conduct of our employees, and the overall success of the business is tied to this as well. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest

professional standards of conduct and personal integrity. We depend upon our families' trust and we are dedicated to preserving that trust. Employees have a duty to MCTLP and its families to act in a way that will merit the continued trust and confidence of the public. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with the Director/Assistant Director. Disregarding or failing to meet any of the following standards may result in disciplinary action up to and including termination.

EMPLOYMENT

At-will Employment

Employment in the state of Michigan is considered to be "at-will." The "At-will" relationship affords the employee the right to resign for any reason. We do, however, hope to provide a work environment which will encourage you to remain with our program.

Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the "At-will" employment relationship may not be altered with any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Ms. C and T's Learning Place.

Getting Hired On

Once an applicant has been offered a position at Ms. C and T' Learning Place, there are a number of additional criteria which must be met by the applicant within a prescribed time period in order to be employed at the Center.

Required Training

We must ensure that all staff have adequate and appropriate training to work with children. The following items are required training for all new employees of the Center:

- Bloodborne Pathogens Training
- Safe Sleep Training
- Shaken Baby Syndrome Training
- SIDS Training
- Infant, child and adult CPR, first aid and AED Certified (within the first 30 days)
- Licensing rules
- Special needs
- Including inclusion policy
- 24 hours of training arranged by the Director and/or Assistant Director (“Annually”)

All fees for required training courses are to be paid by the staff member, unless otherwise arranged with the Director. If a staff member is interested in participating in training courses after his/her annual requirement for training has been met, Ms. C and T's Learning Place may pay the course fee if the course is approved by the Director. For employees who lack full credentials, or for those who wish to pursue additional education opportunities which may benefit themselves and the Center, we will provide tuition and fees assistance through the TEACH program. Employees who wish to make use of this assistance should fill out the appropriate request form with the Director to obtain approval.

Other Required Documentation

Federal and state law require that Ms. C and T's Learning Place have other documentation on file or recorded to ensure that you are eligible to work in the United States and that you are properly qualified for the position. These items can include

proof of eligibility to work (Driver's license or other state-issued identification; Social Security card) and education transcripts.

Please note that the above list is not all-inclusive of items which may be required for a new hire to begin work at the Center. The orientation process will require additional documentation, and this will be explained before or during that time.

Employee Classifications

Every employee, at the time of hire, will be classified as either FULL-TIME or PART-TIME. These classifications are not intended as job descriptions; they are used solely to determine benefits and overtime eligibility. In addition, new hires are considered PROVISIONAL employees for the first part of their employment, as described below.

Full-Time Employee: A person who is regularly scheduled for at least thirty-five (35) or MORE hours per week.

Part-Time Employee: A person who is regularly scheduled for LESS THAN thirty- five (35) hours per week.

Provisional Status

All employees will be considered 1st provisional for up to 14 days, 2nd provisional for up to 30 days, 3rd provisional for up to 90 days calendar days of employment when initially hired or placed in a new position. During the Provisional Period, Ms. C and T's Learning Place will evaluate the provisional employee's performance to determine if she or he meets the standards set by MCTLP as outlined by both the job description and this handbook.

The provisional period may be extended up to 30 days, by approval of the Director and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's provisional period, the Director/Assistant Director will provide a performance appraisal and the reason for extension, and the length of extension that is

recommended. Requests for extension cannot be submitted after the provisional period concludes.

Upon successful completion of the provisional period, the Director will recommend whether the provisional employee should be retained. The recommendation will be accompanied by a completed final provisional performance appraisal. Upon approval, the employee will enter regular employment status.

Should the provisional employee not be recommended for regular status, the employee will be terminated no later than the last day of the provisional period or any extension thereof. Employment may be terminated at any time during the provisional period with or without cause.

Starting Wages

All employees begin their initial employment with an hourly rate based off their educational experience:

- No degree/some college: Min Wage
- Associate's Degree (ECE):Based off experience
- Bachelor's Degree (ECE):Based off experience

Degrees beyond the baccalaureate are subject to higher rates of pay. Extensive formal child care experience may also be considered as a factor in determining starting wages in lieu of an earned degree. Increases to an employee's starting wage occur at the end of each evaluation period, as noted in the Evaluation and Advancement section below.

Job Descriptions

Job Title: Lead Teacher	Salary: Based off experience
Benefits: Paid training and childcare discount	Vacation: 1 week non paid

<p>Qualifications:</p> <ul style="list-style-type: none"> ● Must be 18 years of age ● Have a high school diploma or GED ● 1+ years experience in childcare and education field ● Infant and toddler development (For infant lead teacher). ● Documents on file <ol style="list-style-type: none"> 1. Up to date physical 2. DHS clearance for abuse and neglect 3. CPR/First Aid/AED certified 4. Background check or ICHAT 5. Fingerprints 6. Safe sleep/Shaken baby 7. Neg. Tuberculosis (TB) test 	<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Prepare lesson plans that are developmentally appropriate 2. Gather materials, set up equipment, clean up around the classroom 3. Reinforce lesson plans with children one-on-one or in small groups 4. Monitor children in class or in-between classes, outside, field trips 5. Handle any situations that may arise between children or during emergencies 6. Promote open communication with families and other staff members 7. Provide nurturing support with all children 8. Model appropriate behavior 9. Protect children and ensure their safety 10. Willingness and participation in continued education and professional development 11. Develop knowledge of child development 12. Help all children adapt healthy habits 13. Maintain Licensing standards at all times
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<p>Job Title: Co-Lead Teacher</p>	<p>Salary: Min wage</p>
<p>Benefits: Paid training and childcare discount</p>	<p>Vacation: 1 week non paid</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> ● Must be 18 years of age ● Have a high school diploma or GED ● 1+ years experience in childcare and education field ● Documents on file <ol style="list-style-type: none"> 1. Up to date physical 	<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Help lead teachers prepare lesson plans that are developmentally appropriate 2. Gather materials, set up equipment, clean up around the classroom 3. Reinforce lesson plans with children one-on-one or in small groups

<ol style="list-style-type: none"> 2. DHS clearance for abuse and neglect 3. CPR/First Aid/AED certified 4. Background check or ICHAT 5. Fingerprints 6. Safe sleep/Shaken baby 7. Neg. Tuberculosis (TB) test 	<ol style="list-style-type: none"> 4. Monitor children in class or in-between classes, outside, field trips 5. Handle any situations that may arise between children or during emergencies 6. Promote open communication with families and other staff members 7. Provide nurturing support with all children 8. Model appropriate behavior 9. Protect children and ensure their safety 10. Willingness and participation in continued education and professional development 11. Develop knowledge of child development 12. Help all children adapt healthy habits 13. Maintain Licensing standards at all times
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<p>Job Description: Director</p>	<p>Pay-Range: \$25,000-\$45,000/Year based on experience and education.</p>
<p>Benefits: Paid training and childcare discount</p>	<p>Vacation: 1 week paid vacation</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Be at least 21 years of age. • Current infant, child, and adult CPR and First Aid training. • 2 semester hours or 3.0 CEUs in childcare administration or have an administrative credential approved by the department. • Must comply with program director requirements: 	<p>Duties/ Responsibilities:</p> <ol style="list-style-type: none"> 1. Enroll families 2. Oversee the center and the staff 3. Make sure all rooms are in ratio 4. Hire and train staff 5. Budgeting 6. Making sure the center is safe and equipped with the materials needed 7. Report any abuse/ neglect cases

<ol style="list-style-type: none">1. Associate's degree in early childhood education or child development including 18 semester hours of early childhood education or child development course work and 480 hours of experience.2. Bachelor's Degree or higher in early childhood education, child development, or child-related field.3. Bachelor's Degree or higher in a child-related field including 18 semester hours or early childhood education or child development coursework and 480 hours experience.4. Montessori credential with 18 semester hours of early childhood education or child development coursework and 960 hours of experience.5. Valid child development associate credential with 18 semester hours of early childhood education or child development coursework and 960 hours of experience.	<ol style="list-style-type: none">8. Must be present at least half the hours the center is open.9. Monitor staff and evaluate yearly.10. May serve as a caregiver if duties do not interfere11. Implement and improve the center's program and policies.12. Administering day-to-day operations including being available to address parent, staff, and child issues and concerns.
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<p>6. Sixty semester hours with 18 hours of early childhood education or child development coursework and 1,920 hours of experience.</p> <ul style="list-style-type: none">• Complete blood-borne pathogens training.• Provide CPS clearance of child abuse and neglect.• Submit an ICHAT criminal background check and fingerprinting.• Submit a physical and negative TB Test within 30 days of hire.• Ability to supervise and evaluate a staff of lead teachers and assistant teachers.• Ability to relate to children and adults.• Be able to respond to emergency situations.• Have strong communication skills.	
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PAY

Compensation Schedule

Our work week begins on Sunday at 12:00am and ends on Saturday 11:59pm
Employees will be paid bi-weekly on Fridays, beginning up to two weeks after employment begins. Paychecks are direct deposit.

Administrative Pay Corrections

Ms. C and T's Learning Place will take all reasonable steps to ensure that the staff receive the correct amount in every check and the staff are paid promptly on the scheduled pay day. In the event there is an error on the check it must be promptly brought to the attention of the director for the correction. If a staff loses his/her paycheck there will be a \$40.00 stop payment fee and any additional fee passed to us from our CPA to reissue a new check. This fee must be made in cash to MCTLP.

Employees must clock in and out to accurately record the actual hours worked. This done by using your password and pin number at the kiosk. Only use the sign in the book when the kiosk is not available. When using the sign in the book another staff must sign off for verification. Employees who falsely represent the number of hours worked or those who fail to clock in and out correctly may have their paychecks delayed or loss of pay and may be subject to disciplinary action up to and including termination.

Staff must sign their Food Program Worksheet everyday and total up their hours at the end of their work day before clocking out.

Overtime

The Director must approve all overtime prior to the employee working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving the late pick-up of children by their parents, the employee must inform the Director of the situation as soon as possible following the overtime hours. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

If circumstances dictate the need for overtime, the Director may inform an employee of the need to work overtime with little or no notice.

Reviews of an employee's work are important to help determine advancement at the Center and an employee's suitability for continued employment. Provisional employees are evaluated at the 14, 30 and 90-day mark, and yearly; employees who successfully complete the provisional employment period are then evaluated annually thereafter, on or near the anniversary of the first day of employment. The impact of successful evaluations on wages are described herein.

Evaluations not only look back on an employee's performance, but also look forward by establishing short-term and long-term goals for the employee. Goals should serve both the needs of the Center and the employee, allowing both to grow. Progress toward reaching those goals may be used in an employee's annual evaluation.

During the evaluation, the Director will go over the evaluation with the employee, discussing the employee's accomplishments, progress, and any areas of concern. The employee will be expected to sign the evaluation to indicate discussion and receipt of a copy of the evaluation. Note that signing the evaluation does not mean that the employee agrees with every item listed or discussed; in the case of an employee's disagreement with the appraisal, written comments from the employee may be attached to document the.

If an employee refuses to sign the evaluation, another employee must witness the refusal by signing a statement verifying the refusal to sign the evaluation by the employee being evaluated. Refusal to sign the evaluation does mean the employee will be subject to disciplinary action up to and including termination. All employees will receive a copy of their annual evaluations. The original, signed evaluation will be placed in the employee's personnel record. Materials related to the evaluation process may be obtained from the Director upon request.

SCHEDULING

Work Schedule

Ms. C and T's Learning Place is open Monday through Friday from 5:30 am until 7:30 pm. Work schedules are prepared by the Director each week and will be posted on Saturday night by email or texts, with hours set for the following week. The schedule will include work days, work hours, and days off. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. In the event that a parent is late picking up a child, the employee must remain with the child until an approved adult arrives to take the child home. Employees will be paid for any such time beyond our normal work hours.

Holidays and closings

From time to time, the Center may be closed for a holiday observance or because of an emergency situation. No staff will be paid for days the center is closed. Staff are not paid for their regularly scheduled hours during holidays or emergency closings.

Emergency Closings

Due to severe weather conditions or other emergency situations, there may be times when Ms. C and T's Learning Place may be closed. Emergency closing is at the discretion of the Director.

Other Emergencies

Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which could endanger the safety or health of children and employees, may result in Ms. C and Learning Place being closed at the sole discretion of the Director. Employees will be advised of their obligations in these situations. In the event of an emergency closing in

the middle of the day, the Director will instruct employees during the emergency. Employees are required to remain at the Center as long as there are children present.

Jury Duty

When leave of absence must be taken for jury duty or to answer a subpoena in court, Ms. C and T's Learning Place will recognize this leave WITHOUT pay. Employees must notify the Director/Assistant Director as soon as possible after they receive notice they are called for jury or witness duty. A copy of the official request to serve or subpoena should be provided to the Director/Assistant Director upon receipt of such notification.

Bereavement Leave

When the death of an immediate member of an employee's family, as listed below, necessitates her or his absence from work, the Director may grant up to Five (5) days of leave, WITHOUT pay.

- Spouse
- Mother
- Father
- Son
- Daughter
- Sister
- Brother
- Grandparent
- Grandchild

In addition, anyone who permanently resides in the employee's household may be considered a family member for purposes of bereavement leave, at the Director's discretion. When the death of a non-immediate member of an employee's family, as listed below, necessitates her or his absence from work, up to three (3) days of leave WITHOUT pay may be granted by the Director:

- Step-parent*
- Step-child*
- Aunt/Uncle
- Nephew/Niece

- In-laws (mother/father, son/daughter)

**Bereavement leave for the loss of a step-parent/step-child may be extended to 5 days if step-child was primarily raised by the employee, or the employee was primarily raised by the step-parent.*

Employees may be required to provide proof of the relationship between themselves and the deceased individual, and a copy of either the obituary or some other evidence of when burial/funeral services are to be held. Bereavement leave for other family members or non-family members is subject to the discretion and approval of the Director.

PROHIBITIONS

Controlled Substances

To ensure the health and safety of the children at the Center and of other employees, there are other restrictions regarding both legal and illegal behaviors which have been shown to be detrimental to the employee and those around the employee.

All facilities and grounds of Ms. Cand T's Learning Place are drug and tobacco-free environments. Smoking or any other use of a tobacco product in the presence of children or parents during working hours is strictly prohibited. Upon returning from a smoke break, staff must ensure not to smell cigarettes or Marijuana. Failure to abide by this policy will result in disciplinary action, up to and including termination.

Furthermore, using, possessing, or being under the influence of alcohol or illegal/legal drugs during working hours or while on Ms.C and T's Learning Place property (including class excursions) is strictly prohibited and will result in immediate termination of duties.

Weapons

Possession or use of any type of weapon, dangerous object, or explosive device while on Center property is prohibited, and will result in immediate termination.

EMPLOYEE WORK INFORMATION

Staff Childcare

Ms. C and T's Learning Place allows employees to enroll their minor children in the program at the employee (discounted) rate, as noted on our child care fees schedule. Employees seeking to enroll their child(ren) in the program must discuss placement and tuition benefits with the Director. MCTLP reserves the right to limit the number of employee's children receiving reduced child care at the Center at any time. Under most circumstances, an employee who has a child enrolled in the Center will be prohibited from providing direct care to her or his child. Employees who fail to pay tuition according to the Fee Agreement will have their child care services terminated/suspended, just as any other parent would.

Ms. C and T's Learning Place further reserves the right to disenroll an employee's child(ren) if the employee's performance is affected by having his or her child(ren) at the Center. Employees must remember they are employed to perform a specific job and not allow themselves to be distracted by having their child(ren) enrolled in the program. Employees are prohibited from interfering with the supervision or authority of their child(ren)'s classroom teacher.

Non-enrolled minor children of employees are prohibited from being on Center property without an accompanying adult while the employee is on the clock, except with the prior written approval of the Director or when the employee's family is invited to participate in Center activities.

Meals and Breaks

Because of ratio requirements and state guidelines, meals and breaks at the Center are handled as follows:

Employees will generally eat the same meal and food as the children in their care, at the same table as per state guidelines. Thus, meals taken with the children are considered paid time, as they are part of the duties assigned. The

Center does not charge employees for these meals. Any other food that is consumed must be on your break.

Employees may take a break of 30 minutes for every full 6 hours worked, ratios and staffing requirements permitting. Breaks of this sort are considered unpaid time. Employees cannot not take a break if ratios can not be maintained at all times. Bathroom breaks are NOT to be ABUSED and ratios must be maintained.

Staff Meetings

Because communication between the staff and the Director/Assistant Director is crucial to good practices within the Center, mandatory staff meetings will be scheduled on a monthly basis or as needed. All employees are expected to attend these meetings; exceptions must be approved in writing by the Director, in advance of the meeting.

All staff meetings will be announced in advance and generally will occur on Saturday. Employees will be compensated at their normal hourly pay rate for the meeting.

Dress Code

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. An employee's appearance and dress should reflect the professional nature of the position as well as be functional within the expectations and responsibilities of the job. Please note that Ms. C and T's Learning Place is not responsible for damage to or loss of an employee's articles of clothing, jewelry and/or accessories.

IDENTIFICATION BADGES

All employees will be issued an identification badge with their name and photo upon employment. If your identification badge is lost or stolen, you must request and pay a replacement@ \$3.00. You are required to wear your identification badge, in clear view, at all times while on duty.

<p>Women Approved Attire</p>	<ul style="list-style-type: none"> ● T-shirts and sweatshirts with the centers logo (cost is \$10 a shirt, \$25 a sweatshirt, s-xl add \$2.00 per larger size(2x,3x.4x etc) ● Denim Jeans, Capris, Slacks, Khakis, Leggings(blue,black,dark gray or tan) ● Tennis shoes or close toes shoes
<p>Men Approved Attire</p>	<ul style="list-style-type: none"> ● T-shirts and sweatshirts with the centers logo (cost is \$10 a shirt, \$25 a sweatshirt, s-xl add \$2.00 per larger size(2x,3x.4x etc) ● Denim Jeans, Capris, Slacks, Khakis(blue,black,dark gray or tan) ● Tennis shoes or close toes shoes
<p>Non-approved Attire</p>	<ul style="list-style-type: none"> ● Shirts or Jeans that have holes or stains ● Tank tops or Spaghetti Straps ● Shirts that indicate slang or dangerous images/phrases ● Shorts ● V-necks ● Open ended shoes or Heels ● Over-the-top jewelry ● Crop tops

Employees who are found to be in violation of the dress code may be asked to go home and change; the time required to do so is unpaid. A verbal warning will also be given and documented. Second and subsequent violations will result in a written

warning, documentation of the incident, and may be subject to other disciplinary action, up to and including loss of employment.

Visitors

Visitors are welcomed. Visitors will check in and show Photo ID when entering the building. They will be given a visitors pass that will need to be on them at all times. The visitor will never be alone with the children. A staff member will be present during the time the visitor is at the center.

Confidentiality

At Ms. C & T's Learning Place, we protect the right of everyone's confidentiality. Staff members are not allowed to speak upon or share information about another staff, family or child in or outside of the classroom. Pictures or videos will not be taken by cell phones or any other technology, unless there is written permission by a parent. Staff will not post to social media about, staff, children, family or Ms. C And T's Learning Place

ATTENDANCE

We have found it necessary to establish a point system for employee attendance. We will now keep 100% accurate details, attendees, and write-ups. This point system will benefit everyone in a positive way. The point system will be used for fairness for positively recognizing employment attendance and disciplinary action. These records also are shared with any agent requesting them. Such as unemployment, Social Security, department of human services, and subsidized housing etc.

MCTLTP must put a cap on how many days staff can request off in a year. January 1 st starts a new year. 20 days pre year max.

Attendance Point System

You are hired to perform an important function at Ms. C And T's Learning Place. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, your attendance and punctuality are very important. Absences affect the quality of care that children will receive and add burdens for your fellow employees. Good attendance is something that is expected from all employees. You should be at your work area by the start of each workday at the time designated according to your schedule. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including discharge.

We do realize, however, that there are times when absences and tardiness cannot be avoided. This is why we have a no-fault system that allows you to accumulate some points before any disciplinary action will be taken against you. It is expected that everyone will accumulate some points under this system. It is only when points become excessive, and warnings are issued, that an employee needs to be concerned about his or her attendance practices.

Regardless of the reason for your absence, you are expected to properly notify Ms. Christy or Ms. Traci or the shift manager on duty for at least 12 hours in advance of your scheduled work time. Leaving a message or texting does not qualify as notifying your supervisor. You must make personal contact. Lack of a telephone, hospitalization or absence from town is not an excuse for failing to notify your supervisor of absence or tardiness. You should call every day that you are absent unless you are on an approved leave of absence. Unreported and unexcused absences of two consecutive work days will be considered a voluntary resignation of employment with Ms. C And T's Learning Place.

Each employee's absenteeism and tardiness records are kept on file. The absenteeism and tardiness records are kept on a point system basis. Depending upon the nature of the absence, a certain number of points are accumulated by an employee on his or her absence record. When an employee reaches various point

totals, certain notice and disciplinary actions will be taken. An employee may receive a written notice, a written warning, a final written warning, or may be discharged depending upon the number of points he or she accumulates. The point system is based upon the progressive past 12 calendar months. Any employee who accumulates 24 or more points in a 12 calendar month period under this system will be discharged. On the first day of each calendar month, points accumulated during that same month one year prior will be removed from the employee's record for purposes of this policy.

If an employee accumulates only three points or less during any progressive 12 calendar month period, he or she will receive one day off with pay. (8 hours) Upon earning a day off with pay, the employee will begin a new 12-month period for purposes of earning another day off under this program. Absences from work will accumulate points in the following manner:

If your absence is due to illness or injury, you will be required to provide a doctor's report supporting the necessity of your absence, as well as your ability to return to your work, within 7\ calendar days after the absence or tardiness. If your absence is the result of a personal emergency other than illness or injury, documentation supporting your absence will be required.

No Points	<ol style="list-style-type: none">1. Off work due to a work-related injury with medical verification that the employee is unable to work.2. Off work due to jury duty, military leave, medical leave, lack of work, subpoenas, or any other absence expressly authorized by the Company, the terms of Company policy, or the law.3. Off work because of adverse weather conditions resulting in the closing of our center and/or roads in this or the surrounding area by the local authorities.
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	4. Off work due to an accident in which you are involved coming to work and which you can verify through police records or other satisfactory evidence. Car trouble is not excused.
(1/2) Point	Leaving work early because of a proven emergency
(1) Point	<ol style="list-style-type: none"> 1. Late to work by 18 minutes or less for any reason not excused above. 2. Leaving work two hours or less before the end of your scheduled work time for any reason not excused above after notifying your supervisor.
(2) Points	<ol style="list-style-type: none"> 1. Late to work by more than 18 minutes for any reason not excused above. 2. Leaving work more than two hours before the end of your scheduled workweek for any reason not excused above after notifying your supervisor.
(3) Points	Absence for any reason not excused above with proper call-in.
(12) Points	<ol style="list-style-type: none"> 1. Absence for any reason not excused above without proper call-in. 2. Leaving work for any reason not excused above without notifying your supervisor.

Point Penalties

The accumulation of the following number of points will result in the following action being taken by the Company:

12 Points	A written notice that the employee has accumulated 12 or more points.
16 Points	A written warning to the employee.

20 Points	A final written warning to the employee.
24 Points	The employee will be discharged or considered a voluntary resignation of employment with Ms. C And T's Learning Place.

Example

An employee is late on one occasion by 30 minutes, leaves work 1 hour early on another occasion, and has three properly reported absences that are not excused.
2 points + 1 point + 9 points = 12 points = Written Notice

Ms. C And T's Learning Place will not notify the employees that through the passage of time they have lost points. However, each time an employee accumulates enough points to trigger a notice or warning, the employee will receive such notice or warning. For example, if an employee accumulates 12 points and receives a written notice of such points and then subsequently drops, through the passage of time, to 10 points, the employee will be reissued a written notice again upon the re-accumulation of 12 points. Employees also may check with the secretary at any time to determine their point status.

Ms. C And T's Learning Place also reserves the right to impose discipline, up to and including discharge, and considered a voluntary resignation of employment with Ms. C And T's Learning Place. for excessive excused absences or tardiness.

Employees receiving corrective action under this policy are expected to improve their attendance and punctuality. Failure to improve and sustain improvement may result in the employee receiving additional correction, up to and including termination and considered a voluntary resignation of employment with Ms. C And T's Learning Place.

All employees will receive work evaluations at 2 weeks, 30 days, 90 days, and annually. Work evaluations are used for the purpose of giving raises, overseeing job performance, performance goals and used for corrections. Classroom

observations are done as needed and yearly. Classroom observations are used to enhance classroom operations, as well as the observation of the employee for room for improvement. Both classroom observations and employee evaluations are used when considering staff for raises or promotions.

EMPLOYEE BEHAVIOR

In general, employees need to maintain a sense of decorum when interacting with others at the Center and observe general rules of proper conduct. Staff should always portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity. This includes:

- Refraining from intimate displays of affection towards others in the presence of children, parents, and other staff.
- Prohibiting profanity, inappropriate jokes, sharing intimate personal details, or any kind of harassment in the presence of children, parents, or other staff.

Staff are required to report any violations by other staff members of these or other policies listed in the handbook to the Director for possible action. Such reporting is confidential.

Co-worker Interaction

While our employees are encouraged to develop professional and personal connections with one another, gossiping, spreading rumors, and other similar types of negative behavior are discouraged.

Families Interaction

Families (the children whom we serve, and their parents, guardians, and other family members) are our Center's most valuable asset. The manner in which we do our jobs presents an image of our entire organization. Families judge all of us by how they are treated by each and every employee. Nothing is more important than being respectful, courteous, friendly, helpful, and prompt in the attention given to families.

Our personal contact with the public, our manners on the telephone, and the communications we send to families are a reflection not only of ourselves, but also of the professionalism of Ms. C and T's Learning Place. Positive interactions with our families not only enhance the public's perception or image of MCTLP but also help us to obtain grants and contracts.

All of the families have the right to their privacy. Do not discuss the children and families publicly or with family members, either by name or physical description. Some of the families have also restricted photography permission for their children; please refer to the Social Media policy listed in this section for more information.

Employees who fail to have appropriate interactions with our families will be subject to disciplinary action, up to and including termination.

Children Interaction

- Children have a right to be spoken to with respect. Staff should listen to what the children have to say, and respond to the children with respect and consideration.
- Children have a right to be cared about without prejudice. Staff will treat all children equally regardless of sex, race, religion, culture, economic status, or disability.
- Children have a right not to be yelled at or humiliated. Staff will maintain conversational voice levels and should not single out children for exclusion or in a manner which might otherwise overly embarrass the child.
- Children have a right not to be hurt. Staff will maintain a safe environment for the children, and will see to their safety. Staff should intervene to help a child avoid a dangerous or otherwise hurtful situation whenever possible.
- Children have a right to their own privacy. Staff will respect the rights of children to not be touched or looked at in ways which may make the children uncomfortable, and respect the children's right to say no. Other than diapering,

children are not to be touched on areas of their bodies that would be covered by a bathing suit.

Restroom Supervision: You must ensure that the restroom is not occupied by anyone (suspicious/unknown individuals) before allowing a child to use the facilities. You should stand in the doorway of the restroom while the child is using the facilities to ensure privacy for the children and protect yourself (not being alone with a child). When you assist younger children, the doors to the facility must remain open. No child, regardless of age, shall enter a restroom alone on field trips or at other off-site locations. Children should always be sent in threes and, whenever possible, with a staff member.

Private activities (diapering, changing clothing, etc) should be conducted or supervised in pairs. When this is not feasible, you should position yourself to be visible to others.

Personal

Phones: Employees are not permitted to make or receive personal telephone calls during work hours unless authorized to do so by the Director. This includes using one's own cell phone and/or texting. Cell phones are not prohibited in the classroom, but employees are expected to use them only when appropriate or necessary. (on a walk, at the park etc.) Cell phones and personal things must be in your locker.

When an employee needs to call a parent, our business line should be used, rather than a cell phone. Every time you make or receive a business telephone call, you are representing not only yourself as a professional, but also Ms. C and T's Learning Place.

Good telephone techniques to follow include the following:

- If receiving a call, answer promptly and courteously.

- When making or receiving a call, identify yourself clearly and specifically (e.g., “Good afternoon thanks for calling Ms. C and T’s Learning Place how can I help , this is Angela speaking,” “Hello, this is Angela from Ms. C and T’s Learning Place.”)
- Keep your conversation business-like and brief, avoiding prolonged chats.
- Take messages accurately and relay them to the person who was called as soon as possible.
- Answer questions thoroughly to ensure that the caller has received the information requested.
- Close your conversation with a pleasant "Good-bye."

E-Mail And Internet Use: Employees are not permitted to utilize Center computers or internet access for personal reasons, including email, web surfing, and other activities not related to the Center. The use of Center computers to access pornographic websites, send emails of an explicit or sexual nature, or develop online relations of a similar nature is strictly prohibited.

Social Media: The posting of confidential and identifying information about the children, parents, or staff at the Center on social media (e.g., Facebook, MySpace, Twitter, etc.) is strictly prohibited. The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the MCTLP website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

Pictures: As with the use of social media, the publication of photos from the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Staff may take pictures of the activities in their classrooms to share with the families of the children in our care, as appropriate (to document a child’s progress, etc.)

Gifts & Gratuities: Employees of Ms. C and T's Learning Place are prohibited from accepting gifts, money, services, or gratuities from, vendors, contractors, and all other persons doing business with MCTLP without written permission from the Director. This prohibition also extends to employees giving gifts to the children under their care - toys, video games, jewelry, and the like are inappropriate and/or excessive.

Non-Solicitation

Outside Employment

Employees of Ms. C and T's Learning Place are prohibited from accepting any employment from any family of MCTLP. Employees are specifically prohibited from accepting employment as a babysitter from any family of MCTLP.

Non-Fraternization

Because of the need to maintain appropriate distance, employees of Ms' C and T's Learning Place are generally prohibited from fraternizing with any family or staff of MCTLP outside of our normal interactions at the Center. Staff may not be alone with children from the Center outside of work. This includes babysitting, sleepovers, driving and riding in cars, and inviting children to their homes. Exceptions require a written explanation in advance and are subject to Director approval.

- Attending a "social event" or a "private gathering" with a family of MCTLP shall occur only when approved in writing by the Director. This includes birthday parties for the children and other activities.
- Employees should abstain from any intimate physical contact and involvement with families
- Employees should abstain from any intimate physical contact or involvement with other employees. This shall include dating other employees.

Employees should immediately report any action by a family or employee that would be considered a violation of this policy to the Director/Assistant Director.

Harassment

Harassment of or by an employee requires investigation. Employees who harass others will be subject to disciplinary action, including termination. Sexual harassment is strictly prohibited and will not be tolerated. All incidents of harassment, sexual or otherwise, need to be reported to the Director so that the offense may be handled in a manner appropriate to the situation.

CONFIDENTIALITY

This Confidentiality Policy has been adopted to ensure the confidentiality and protection of individual rights of privacy for children, families, and employees of Ms' C and T's Learning Place. An employee's responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families, and other employees applies 24 hours per day, 7 days per week regardless of how or where the information was obtained.

Children's and Families' Information

- Access to children's records is limited to employees with a "need to know."
- Children's records must not be removed from the Center.
- Children's records must never be left out on desks, tables, etc. where others may have access to them.
- Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- Information and documents which are considered to be confidential include, but are not limited to, medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.

Employee's Information

- All employee records must be locked in a secure file.
- General access to an employee's records is limited to the Director and Assistant Director.
- An employee's records must not be removed from the Center. An employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- Information and documents which are considered to be confidential include, but are not limited to, medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- Information will only be released to persons outside MCTLP with the express written consent of the employee.

Personnel Records

A confidential file will be maintained on each employee containing all employment-related documents such as the employment application, résumé, job and salary history, performance appraisals, disciplinary action, general correspondence. Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

Employee requests for copies of the documents contained in the personnel file must be made in writing to the Director. Employees will be charged \$3.00 per page for photocopying.

Proprietary Information

Anything which the company designs, produces, implements, and markets is treated as proprietary information. This includes, but is not limited to, the Center's family list, employee list, curriculum, philosophy, mission statement, personnel policies, and employee/parent handbooks. No employee should discuss proprietary information with other employees in any public place where such information could be overheard. Employees should also not provide others with any documents relating to this proprietary information. Employees must understand that it is not only their duty to protect Ms.C and T's Learning Place's proprietary information during their term of employment, but that this legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains proprietary information at the time of separation. This obligation may be enforced through court action, if necessary.

Violation of Confidentiality Policy

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action, including termination. In addition to job-related consequences, the employee/volunteer may face possible civil liability for their actions.

DISCIPLINARY PROCESS

In the event that an employee is found to be in violation of one or more policies outlined in this handbook, the disciplinary process may be initiated. While this is generally a process of escalating actions, certain violations may be more egregious in their severity, frequency of occurrence, and/or scope, and thus could warrant a disciplinary action higher on the list, up to and including termination of duties. The determination of the specific disciplinary action to be undertaken is at the discretion of the Director, and will be appropriate to the nature of the offense.

Reprimand

A reprimand may be given to any employee when a minor violation of Center policies or procedures has occurred. A reprimand may be either verbal or written. Verbal reprimands will be documented by the Director/Assistant Director, and the documentation will be placed in the employee's personnel file. Written reprimands will include brief documentation of the incident and the date on which it occurred. Written reprimands require that a copy of the written reprimand be given to the employee, and a copy of the reprimand signed by the employee to acknowledge receipt of the document must be placed in the employee's file.

Written Warning

For more serious violations of policies and procedures, or repeated minor violations, an employee may be given a written warning. The written warning will clearly describe the deficiency in the performance or conduct, and will cite the policy, licensing regulation, or procedure violated. The written warning will contain a corrective action plan, outlining the necessary action(s) to correct the deficiency and a timetable in which the corrective action must occur.

A copy of the written warning and the corrective action plan will be given to the employee. Employees are required to sign a copy of the written warning, acknowledging its receipt, which will then be placed in the employee's personnel file. Signing the written warning does not indicate that the employee agrees with the contents; it simply indicates receipt of a copy of the written warning. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination. Copies of all documentation regarding corrective action plans will be retained by the Director.

Investigatory Suspension

For suspected severe, but unconfirmed allegations of policy and procedure violations, the Director may initiate an Investigatory Suspension of the employee. During this time,

the employee is suspended without pay. The outcome of an investigatory suspension is generally either full reinstatement (if the employee is found not to be in violation of the policies) or further disciplinary action, up to and including termination of employment.

Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

- Charges of working while intoxicated
- Report of child abuse or neglect
- Accusations of theft
- Violation of the Substance Abuse Policy
- Other similar situations

Investigatory suspension may not exceed 10 working days without the approval of the Director.

Suspension

Suspension of an employee may occur at the discretion of the Director/Assistant Director for specific, major infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written disciplinary action. Suspension may be used in circumstances where a confirmed violation of policies is not considered severe enough to warrant termination of employment, and where the employee can be successfully rehabilitated to effectively discharge the duties of the position. Possible violations are similar to those on both the list for Investigatory Suspension and Termination, though certain violations are still subject to immediate termination of employment, without recourse to an initial suspension. Each situation is different, and will be treated as such.

Suspension will be without pay. The employee will be notified in writing of the specific charges and the length of the suspension, and will be provided with a copy of this notice. The employee is required to sign a copy of the suspension notification to acknowledge receipt of the same. Failure to sign the suspension notification will be

considered insubordination and will result in disciplinary action, up to and including termination.

When circumstances permit, an employee will be suspended upon receipt of the suspension notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of Ms. C and T Learning Place, its employees, or the children under the Center's care. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be given by the Director/Assistant Director, followed immediately by written approval of the Director.

Termination

Involuntary termination does not necessarily require prior verbal or written disciplinary action. Ms. C and T's Learning Place, in accordance with Michigan law, is an "at-will" employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employees, but is not inclusive of all possible reasons or causes for termination from employment. Termination is an action which must be approved by the Director. Notification of Termination may be written or verbal.

Causes for involuntary termination include, but are not limited to, the following:

- Unsatisfactory provisional period
- Falsifying or misusing records, including application Violation of confidentiality rules
- Theft or misuse of Ms. C and T's Learning Place funds, equipment, or property
- Absence from work without notification and/or approval as per related policies
- Discourteous treatment of the public, families, or co-workers
- Inappropriate behavior

- Non-performance of duties resulting in injury to the Center, its children, families, or employees.
- Being abusive or neglectful to children, parents, or employees
- Violation of the Substance Abuse Policy
- Failure to submit required documentation within mandated time frame
- Neglect of duty or refusal to comply with directives of Director/Assistant Director
- Misuse of leave policies
- Insubordination
- Receipt of 2 suspensions for the same infraction during any 12 month period.
- Failure to implement job specifics
- Receipt of 3 written warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by Director/Assistant Director

Employees who are involuntarily terminated shall forfeit all accrued vacation time and other benefits. Once employment has been terminated under this action, the employee is expected to return any keys and other property of the Center to the Director, and leave the Center at that time. The former employee will be escorted out of the building, and is no longer permitted on Ms. C and T's Learning Place property without the written approval of the Director. Any of the former employee's personal property or effects that remain at Center will be packed and shipped to the former employee's home address. The former employee's final paycheck(s) will be mailed to that address as well, and may not be picked up at the Center. All final paychecks will be sent on the scheduled paydays for the pay period applicable for the hours worked.

Resignation

Although we want every employee to stay with us for as long as possible, sometimes new opportunities arise that an employee may wish to explore. While we do not wish to hinder our employees from pursuing these endeavors, we also ask that our employees provide ample opportunity for us to seek suitable replacements for the departing employee. As such, employees are required to give two (2) weeks' notice of the intention to terminate employment. Notice must be given in writing to the Director. If submitted by any other method other than directly to the Director, the two week period begins upon receipt of the notice by the Director, not when the notice was mailed or otherwise sent. As noted in the Benefits section, unused vacation time may not be used as part of the required two weeks' notice.

Employment References

Ms. C and T's Learning Place will release information regarding positions held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. All requests for references must be in writing.

Unless specifically authorized by the Director, employees are strictly prohibited from providing references for any employee under any circumstance, including a personal reference.

GENERAL DUTIES

This section of the handbook details the basic duties, expectations, and general policies for all employees. This is not all-inclusive of all possible duties which may be assigned; these are basic guidelines to follow. Please note that classroom-specific policies are contained in another section of this handbook.

Center Operation

These policies govern specific expectations for the Center's day-to-day operations. Many procedures are explained in greater depth in the classroom binders or are posted to specific classrooms.

Opening/Closing Procedures

Staff are expected to know the standard opening and closing procedures for the Center and for their specific classrooms. These procedures are listed on the opening and closing form, located in each classroom's binder. Please note that these are specific duties which must be completed and indicated as such each day as noted. In the event that one or more of these duties have not been completed on a particular day, the staff member should notify the Director/Assistant Director of the deficiency.

General Housekeeping

Employees are responsible for a variety of housekeeping duties. Most of these are particular to your classroom, but some duties will require you to help with the upkeep of other areas of the Center. Take pride in your Center!

Cleaning surfaces

- Eating areas/all surfaces where food and dishes may be prepared or placed must be cleaned with soap and water or another cleaner, and then sanitized prior to use.
- Playing surfaces: all shelves and toys should be cleaned according to the cleaning schedule.

Sanitizing

Spray sanitizer on the item or surface and let it sit on the item for one minute then wipe clean. The cleaning schedule will provide more information about what to sanitize.

Personal Property/Effects

Any personal property and effects (purses, backpacks, cell phone etc.) should generally be left in your vehicle, locked up in your locker. Such items are not allowed in the classrooms. If an employee chooses to bring in personal property for use in the classroom, prior approval from the Director should be obtained whenever possible, unless the item is something generally used within the classroom already and a replacement is needed (e.g., glue, paint, crayons). Employees will not be reimbursed for such items unless the purchase is approved in advance by the Director.

Food and Meals

Meals are an important time for the children. It is a social time as well as a time for nutrition. As you will be eating the same meals with the children, your attitude about food and meals will be reflected in the children. Your manners and etiquette are important. You teach by example. If you say that a food is disgusting, the children will believe you and imitate your feelings, not their own. Our menus are created to meet state nutrition guidelines and to provide healthy choices for the children.

Food Handling Policy: You will be expected to set up and serve the snacks and meals to your classroom. When coming into contact with food, you should always use a pair of gloves, and a hair net. Before handling any food, you should wash your hands with soap and water. Each utensil can only be used for one food. If the same type of utensil is needed for a second food, a new utensil must be used (the same utensil cannot be shared between the two dishes).

Meal patterns: Each age group has different serving size requirements, as noted on the menu. These serving sizes are determined by state guidelines. The first serving offered to each child must constitute a full serving for that child's age group. Milk must be measured as well. Even if the child insists that he or she does not like a particular food, a full first serving must be given to the child.

Infant and toddler meal procedures: Infants who are bottle fed must be held for feeding. Infants who can eat solids must be fed with a spoon by a teacher. Toddlers who can eat on their own should be encouraged to do so. Make sure a bib or extra t-shirt is put on the child prior to the meal, as this can be messy. Food for the toddlers should be cut into pieces no larger than 1/4 inch in size.

PROCEDURES

Illness

Illness doesn't just affect the child who is ill; anyone who comes into contact with the child may also contract the illness. As such, employees must be aware of how to recognize the signs and symptoms of possible illness, and how to address those situations when they occur.

If a child shows signs of illness, those symptoms should be reported immediately to the Director. In some cases, the child will be sent home until the illness has passed.

Recognizing A child who shows any sign of the following should be reported to the Director for observation:

- Fever above 101 °F (38 °C)
- Vomiting
- Rash (not heat or diaper)
- Diarrhea
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Breathing difficulties

Once a sick child's symptoms have been reported to the Director, the determination will be made as to whether the child should be sent home. Staff should not make the initial determination. If the child is determined to be sick, the parent(s) of the child will be contacted to make arrangements to pick the child up from the Center. The child will remain separated from the other children at the Center until he/she is picked up. Always call the parent to touch base with them about the child.

If a sick child is sent home, the child will not be allowed to return until either the child no longer has the symptoms, begins a course of treatment for the illness, or otherwise appears to be well enough to attend the Center. A child sent home after 12 pm will generally not be allowed to return the following day.

Medication

- You may be required to administer medication to a child in your care. Please note the following guidelines:
- Each medication has to have a signed permission slip. You may NOT administer any medication to a child unless there is signed permission on file for the medication.
- Document the time(s) at which you give the child the medicine.
- If medicine is given for a fever, take the child's temperature 30 minutes after the medicine is given.

Allergies

Some of the children under your care may have allergies to specific foods or other allergens. It is your responsibility to be aware of these allergies and take appropriate precautionary measures to ensure the health and safety of those children. Any allergies will be noted in the classroom binder.

- Food allergies: If any children in your classroom have a food allergy (milk, peanuts, etc.), great precaution should be used to not accidentally serve the child this food. In some cases, the food item will not be offered on the menu at all.

- Asthma: Can be triggered by allergies. If you have animals at home, the child may have a reaction to your clothing. It may be helpful to change into other clothes upon your arrival at the Center or wear an apron so that exposure is limited. The use of perfume or air freshener, extremely hot or cold weather, seasonal allergies (pollen), and dust can also trigger an asthma attack. Immediately notify the Director if a child is having breathing difficulties.
- Other allergens: Children may have other types of allergies. Specific precautionary measures will be provided as needed in the classroom binder.

Diapering

- Diaper changing procedures are posted at each diaper-changing area.
- Collect all supplies needed before beginning.(all supplies will be in a basket with the child's name and daily sheets)
- Change the child's diaper (use gloves if necessary - if there is blood or the child has had a bowel movement)
- Never walk away from the table while a child is on the changing table
- Let the child wash his or her hands, unless the child needs you to assist in washing
- Throw away the used diaper and other diaper-changing materials in the container designated for this kind of disposal. Only wet diapers can be placed in the designated trash can. All others must be taken to the dumpster.
- Wash,rinse,and sanitizer the changing pad
- Wash your hands
- Fill out the daily sheet

Handwashing

Proper hand washing helps curb the spread of disease and promotes general hygiene. By modeling these behaviors for the children under your care, and insisting that they follow the same process, you help to ensure the health of everyone you encounter.

- Turn water on and wait for water to be warm
- Lather soap on your hands

- Rinse and scrub hands for 30 seconds
- Towel dry hands
- Use a disposable towel if you are using the toilet or assisting a child with toileting

Bloodborne Pathogens

During your employment at the Center you may, in the course of your daily activities, come into contact with potentially infectious materials. Those situations may include, but are not limited to, the following:

- Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- Assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- Diapering children or cleaning up after a child has a toileting accident.
- Handling of contaminated items such as soiled clothing, tissues, and diapers.
- Cleaning up and handling broken glass and/or sharp objects.

While not all of the above situations are inherently dangerous, failure to follow universal precautions (using the appropriate protective gear) places the employee and others at risk.

Emergency Evacuation

Evacuation routes are posted in each classroom, noting the specific exits for that room in case of an emergency that requires staff and children to leave the Center. While an emergency situation can be quite chaotic, you need to maintain a calm and level head, regardless of the situation.

CHILD SAFETY

Ms. C and T's Learning Place does everything possible to provide a safe environment for our employees and the children in our care. As such, some items are prohibited from being used at or brought to the Center. Other policies and procedures govern specific situations dealing with safety before, during, or after an incident has occurred.

Incidents

Behavioral incidents between children may also occur where one child hurts or attempts to hurt another child at the Center, and the incident leaves a mark. While some of these are relatively mild, all such incidents should be documented as noted:

Behavioral Incident (General): This kind of incident usually involves two or more children engaging in behavior against one another which would not be considered acceptable. Under no circumstances are employees allowed to acknowledge which child hurt another in writing, verbally, or non-verbally (pointing, nodding one's head, etc.).

Biting Incident: This particular kind of incident is documented separately for children 3 and under. All other ages should use the Behavioral Incident form instead. As with the previous form, the Biting Incident must be documented for both children, withholding the identifying information as noted above. If the bite draws blood, the Director needs to be notified immediately, regardless of the age of the children involved.

ABUSE AND NEGLECT

While Ms. C and T's Learning Place provides a safe environment for children, other types of harm may come to a child despite our best precautions. In particular, the abuse or neglect of a child is of paramount concern.

Mandated Reporting

- Please be aware that abuse and neglect of children is against the law.
- The policy of Ms. C & T's Learning Place, forbidding the verbal and/or physical abuse of children, staff and Ms. C & T's Learning Place is mandated by law to report abuse and neglect.
- Staff can never be convicted of a crime other than a minor traffic violation and/or involved in substantiated abuse or neglect of children.

Guidelines

The following guidelines contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the Director and begin to keep a record of items which may indicate abuse of the child. **General reasons for reporting suspected child abuse/neglect include, but are not limited to:**

- Unusual bruising, marks, or cuts on the child's body
- Witnessing severe verbal reprimands from the parent
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts)
- Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- Not providing appropriate meals, including a drink, for the child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside

- Children who exhibit other behavior consistent with an abusive situation

CLASSROOM PROCEDURES AND GUIDELINES

Children Entering/Exiting the Building

It is your responsibility to make sure that the children do not leave the building without an authorized, responsible adult. No child should be playing in the parking lot alone. We are responsible for the child until the family drives off of our property. Even if the family member says it is ok, it isn't. Just simply tell the parent that the child's safety is our concern and that the child cannot leave the building without an accompanying adult.

Child Drop Off and Pick Up

You need to be prepared when parents drop off children and pick them up. The following procedures are designed to ensure a certain level of interaction each day with our families and promote a consistent process for parents, children, and employees.

Drop off: When a child is dropped off at the Center, please do the following:

- Greet the family upon their arrival.
- Remind the parent to clock in properly.
- Each day a basic health check should be conducted on each child upon arrival, noting any fever, bumps, bruises, burns, and other signs and symptoms of ill health. Questions and comments about anything noted should be addressed to the parent or child in a non-threatening way. Any questionable marks or responses should be documented in writing and submitted to the Director.

- Obtain information that will help you care for the child; e.g., 'When was the last time he had a bottle?' 'How did she sleep last night?' 'Did you have fun with whatever activity you planned yesterday?'
- Help the child say goodbye and get the child involved in an activity.
- Make notes for the afternoon teacher about the child if needed.

Pick up: When a child is picked up at the Center, please do the following:

- Greet the family upon their arrival.
- If you are unsure of the identity of the person who has arrived to pick up the child(ren), check the adult's identification card against the pick up list, even if the child seems to know the adult. Only those individuals formally authorized in writing by the parent/guardian are permitted to take a child from the Center. This is further discussed below.
- Tell the family about something good that happened. Discuss challenges, but don't make it a habit of making the family feel bad about the child's behavior.
- Make sure the family has all papers, projects, notes, etc. that are intended to go home with the child.
- Remind the parent to clock out properly.
- Say goodbye.

UNDER NO CIRCUMSTANCES IS A CHILD TO LEAVE THE CENTER WITH SOMEONE WHO IS NOT ON THE PERMISSION PICK LIST.

Employees who release a child to a person who is not on the pick up list will be subject to immediate termination.

Visible Intoxication

It is our policy to not release a child to any person who is or seems to be intoxicated or impaired. In any situation where a person who is intoxicated or impaired tries to pick up a child from the Center, please notify the Director immediately. The Director will then

call the emergency contacts to find another person to pick up the child. If the intoxicated person leaves the Center with the child, the Director will call the police.

Field Trips

From time to time, field trips may be planned to enrich the learning experiences of our children. You may suggest and plan field trips as appropriate. All field trips must be approved in advance by the Director, and information about the specifics for the trip (when, where, cost, travel arrangements) must be submitted before approval can be granted.

Written permission from a child's parent(s) is needed prior to the child going on the field trip. In addition, children under the age of four (4) may not go on a field trip unless the child's parent attends as well. The classroom binder and first aid backpack must be brought on all field trips.

By Car:

- All children must wear seat belts and, if under 4'9" in height, be in car seats.
- Children will enter and exit on the curb side of the vehicle.
- Children will keep one hand on the side of the vehicle until told otherwise.

By Bus:

- All children must sit together on the bus.
- We do not eat or chew gum on the bus.
- We must keep our inside voices on.
- Children do not get up until the teacher says to get up.

General Rules

- Children must hold hands with one another when walking
- No one should hurt anyone or anything.
- If a child breaks a rule, that child may not go on the next trip.

Serious Accident/Injury Reports

In the event of a serious accident or injury such as broken bones, major bleeding, head injury, seizures, closed airway etc. staff will:

After assessing the area, apply first aid/ CPR to the injured child if necessary. Keep the child calm. Another staff will call 911 and continue to provide care to the remaining children away from the area. Once the child is stable and/or when 911 arrives to take over, a staff will escort a child to the hospital. Staff will call parents/guardians and continue calling contact numbers in the order listed on the emergency information card. If parents cannot be reached, staff will utilize voicemail messaging and text messaging. Continuous attempts will be made to contact parents/guardians. A serious injury/accident form will be filled out. A copy of this form will be given to the parents as well as the center licensing consultant .

Boo Boo Reports

In the event of scrapes, bumps, bruises, cuts, etc. an Boo Boo report will be filed and the staff will:

Apply first aid to the injured child. Fill a report out in the Boo Boo book. The report will contain, the date, where, when, how the injury happened and what treatment was given. Staff and parents will sign the report. Parents will get a copy at pick up. Parents will also receive a text message or email along with a picture using our app.

Fire

Fire drills are practiced monthly. In the event of a fire, staff will:

Manually sound the fire alarm or from the sound of the alarm activated automatically, line children up quickly and calmly. Staff will utilize a crib marked with a red ribbon to transport non-walking children. Grab the emergency book bag. Move quickly to the nearest safe exit, walk to the end of the parking lot located by the playground in the back, go out the gate to under the bridge. Then the staff will take attendance of all children and staff, call 911 and parents will be contacted.

Tornado

Tornado drills are practiced every month between the months of April and October. In the event of a tornado, staff will:

Sound the bell and state the drill or emergency and line children up quickly by the basement door. Grab the emergency book bag. Staff will lead the children to the preschool middle room and get the children into a crouch down position and cover their heads. Staff will take attendance. Parents/Guardians will be contacted once the area is safe.

Threats

Lockdown procedures and drills are done monthly. In the event of an intruder/ bomb threat/ drive-by shooting staff will:

Intruder Lockdown

Staff will use the code word "yellow brick road" and grab the book bag. Secure all the doors and turn off the lights

Gather the children onto the floor, hide behind large pieces of furniture and stay out of sight.

Take attendance. Call 911 and contact parents. Wait for the police.

Bomb Threat

Staff will use the code word "Mary Poppin" and state the drill or emergency, line children up quickly and calmly. Staff will utilize a crib marked with a red ribbon to transport non-walking children. Grab the emergency book bag. Move quickly to the nearest safe exit, walk to the end of the parking lot located by the playground in the back, go out the gate to under the bridge. Then the staff will take attendance of all children and staff, call 911 and parents will be contacted.

Missing Child

In the event of a missing child, staff will:

Alert all staff. Start searching in all classrooms, bathrooms, closets, office, kitchen, outside ect. If the child has not been found after 20 minutes of searching, staff will call 911 and report the missing child. Contact the parents.

Power Outage

In the event of a power outage, staff will:

Staff will ensure children are safe and calm. Parents will be notified by our app, phone calls, or text messages of the power outage and instructed to pick the children up immediately.

Winter Weather

In the event of the center closing due to weather, staff will:

Parents/guardians will be notified using our app if the center will be closed or delayed opening. Parents and guardians will be notified by using our app if the center decides to close mid day of operation due to severe weather. All children will be expected to be picked up in a timely manner.

Emergency Bookbag

Our center will provide the staff with an emergency book bag. This book bag is used for emergencies to ensure the children's safety. The book bag is also used on field trips and walks to the local park. book bag includes:

- First Aid Kit
- Child Information Records
- Hand sanitizer diaper wipes & diapers
- Small supply of bottled water, a bottle, baby formula and saltine crackers
- Quiet bags activities
- Pencil and paper
- A list with the centers information and contact names and numbers for emergency
- Flashlight/ batteries
- Prepaid cell phone with battery pack charger
- Emergency radio

Closing

The Management of MCTLP thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and thoughtful ideas about how MCTLP can be made a better place to work, our jobs improved, and our services to our clients enhanced. When you see an opportunity for improvement, please share it with your supervisor; they can help you bring your ideas to the attention of the people in MCTLP who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.

Sincerely,

Christy Ferguson & Traci Murray
Ms. C & T's Learning Place