



# BEACH BABIES CHILD CARE & BEACH BUDDIES

TEAM MEMBER HANDBOOK



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## **POLICY: INTRODUCTION**

**POLICY NO.: 1.0**

Welcome to Beach Babies Child Care. This manual, while not an implied or express contract, states in general terms and policies governing your actions as a team member of Beach Babies Child Care and the benefits of employment with Beach Babies Child Care. It is the policy of Beach Babies Child Care that all team members are employed at the will of the agency. We place special emphasis at Beach Babies Child Care on our team members as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind Beach Babies Child Care to continued employment of any individual team member, or group of team members.

The purpose of this manual is to set forth the personnel and administrative policies relative to the team members of Beach Babies Child Care. It also explains benefits which you may receive as a team member. You are encouraged to discuss any questions you may have with your immediate supervisor or with the School Administrator.

This manual will be amended from time to time, as policies change or are added hereto, in accordance with Policy No. 1.3. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption. New policies or amendments to existing policies will be effective immediately for all team members unless otherwise noted on the policy.

In addition to reading this Personnel Policy Manual team members of Beach Babies Child Care are also required to read the Beach Babies Child Care Parent Handbook and Delaware Office of Child Care Licensing Regulations. Team members will be required to comply with all state licensing requirements and follow and enforce all policies and procedures as outlined in the Beach Babies Child Care Parent Handbook. Beach Babies Child Care may from time to time require team members to read additional documents/publications which have bearing on their job performance. Team members who fail to read and comply with any and all applicable documents/publications as assigned will be subject to disciplinary action up to and including termination.

As a business in the STATE of Delaware the employer/team member relationship is established "At-will." The "At-will" relationship affords the team member the right to resign for any reason. 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 by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Beach Babies Child Care.

## **POLICY: MISSION STATEMENT**

**POLICY NO.: 1.1**

Beach Babies Child Care is a licensed Early Childhood Education facility and School Age program with team member trained to provide outstanding education, individual attention, and loving care for the children.

Our mission at Beach Babies Child Care is to promote and maintain self-worth and self-esteem, physical, mental, and emotional growth of children through creative play and structured learning environments. Our program celebrates the diversity and uniqueness provided by each child and family. The curriculum is designed for the developmental level, abilities, and interest of the children.

## **POLICY: CLIENT RELATIONS**

**POLICY NO.: 1.2**

Clients are our organization's most valuable asset. Every team member represents Beach Babies Child Care to our clients

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and to the public. The manner in which we perform our jobs presents an image of our entire organization to our clients and the community at large. Clients judge all of us by how they are treated by each and every team member. All team members are required to be respectful, courteous, friendly, helpful, and prompt in the attention given to clients.

Our personal contact with the public, our manners on the telephone and the communications we send to clients are a reflection not only of ourselves, but also of the professionalism of Beach Babies Child Care. Positive client relations not only enhance the public's perception or image of Beach Babies Child Care, but also pay off in increased grants and contracts.

As a requirement of your employment, it is expected that all team members of Beach Babies Child Care will interact respectfully, courteously, and promptly with our clients. Every parent/guardian and child must be greeted with a friendly "Hello", "Good Morning", etc. and a smile. Children must be greeted by name.

Team members who fail to have appropriate client relations will be subject to disciplinary action, up to and including termination.

## **POLICY: ADOPTING AND AMENDING POLICIES**

**POLICY NO.: 1.3**

This policy manual has been adopted by the Owners of Beach Babies Child Care. The current owners are Sean and Thomas Toner.

Beach Babies Child Care reserves the right to adopt, amend and delete any policy herein in their sole discretion at any time without notice in the best interest of Beach Babies Child Care.

Revisions and changes shall be supplied to you and will be available as soon as possible after adoption. New policies or amendments to existing policies will be effective immediately for all team members unless otherwise noted on the policy. Team members are required to keep their individual copy of this Personnel Policy Manual up to date at all times when new and/or amended policies are distributed. Copies can also be found on the Beach Babies Child Care website [www.beachbabieschildcare.com](http://www.beachbabieschildcare.com).

This policy manual will be reviewed at least every two (2) years or as needed.

Recommendations for change to the policy manual should be directed to your School Administrator or can be sent to the Owners at [BeachBabiesOwners@yahoo.com](mailto:BeachBabiesOwners@yahoo.com). Team members making suggestions for changes/additions to this manual are required to submit their suggestion in writing, including their name and position so the administration can discuss the suggestion as needed with the team member. Team member suggestions should be delivered to their centers Administrators in writing and submitted to the office.

## **HIRING AND ORIENTATION POLICIES**

### **POLICY: EMPLOYMENT**

**POLICY NO.: 2.0**

Beach Babies Child Care strives to employ people who are the best qualified to meet the needs of the agency. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievement, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the

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job description.

Team members hired for positions where the primary responsibility is direct child care must be 16 years of age OR must be 15 years of age and attending a vocational/technical high school three-year program in early education or a traditional high school's career pathway program in early childhood in accordance with the regulations established by the Delaware Office of Child Care Licensing.

The employment of all persons shall be contingent upon the approval of the Owner.

Falsification, misrepresentation, or substantive omission of any information related to the employment process will result in disciplinary action, up to and including termination regardless of how much time has passed since the false, misleading, or substantive omission occurred.

## **POLICY: EQUAL OPPORTUNITY EMPLOYMENT**

## **POLICY NO.: 2.1**

Beach Babies Child Care 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 team members.

### **A. NON-DISCRIMINATION**

Beach Babies Child Care recognizes the following legally protected classes for team members and all employment actions will be made without regard to a team member's race, color, creed, religion, age, gender (including sexual orientation/preference), national origin, pregnancy, disability, veteran's status, and genetic information.

Further, Beach Babies Child Care is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, age, gender (including sexual orientation/preference), national origin, pregnancy, disability, veteran's status, or genetic information.

Any team member who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/or failure to act in a professional manner towards another person.

Team members hired for positions where the primary responsibility is direct child care must be 16 years of age OR must be 15 years of age and attending a vocational/technical high school three-year program in early education or a traditional high school's career pathway program in early childhood in accordance with the regulations established by the Delaware Office of Child Care Licensing.

### **B. WORKPLACE HARASSMENT**

Beach Babies Child Care provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Actions by a team member that are designed to threaten, intimidate, or bully another team member will not be tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.



Beach Babies Child Care prohibits sexual harassment. Beach Babies Child Care team members, volunteers, clients, and applicants have a right to work in a harassment free environment, including freedom from sexual harassment. Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- Suggesting to a team member that submitting to sexual favors enhances employment opportunities and/or advancement.
- Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- Offering unwelcome sexual advancement or flirtation.
- Using sexually degrading words.
- Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- Displaying sexually graphic pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with team members assuring that insulting and/or degrading sexual harassment shall not be tolerated.

### **C. RETALIATION**

All team members are encouraged to uphold and report violations of all rules, regulations, statutes, standards, and laws to which Beach Babies Child Care is required to comply, to their supervisor, licensing authority and/or appropriate government agency.

Team members are protected from any retaliatory actions when they make a report of harassment, discrimination, or violation of local, state, federal laws, and regulations. Any supervisor or team member that takes negative employment or disciplinary action against a team member because the team member is known or is suspected to have made a report of harassment, discrimination, or violation of local, state, or federal laws and regulations will be subject to disciplinary action up to and including termination.

### **D. COMPLAINT/REPORTING PROCEDURE**

Harassment, threats, intimidation, and bullying complaints should be reported immediately to the team member's supervisor. If it is inappropriate to notify the supervisor, contact the School Administrator. The reporting team member will be required to provide a written statement regarding the allegation of harassment as part of the investigation.

Harassment complaints will be investigated promptly, and all information will be kept confidential. Investigation results require the School Administrator's action and resolution. All team members are required to fully cooperate in the investigatory process, including providing detailed written statements as directed by a supervisor, owner and/or the Board of Directors. Any team member not cooperating with the investigation process will be subject to disciplinary action, up to and including termination. The team member initiating the harassment complaint will be informed upon conclusion of the investigation whether harassment was determined to have occurred. If the investigation determines that harassment occurred, the team member initiating the complaint may not be provided with details related to the corrective action and/or disciplinary action levied against the offending party as a matter of confidentiality.

Investigations confirming allegations of harassment of any kind require swift and prompt corrective action, reassignment,

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demotion and/or disciplinary action up to and including termination against the offending party.

## **POLICY: SEXUAL HARASSMENT**

**POLICY NO.: 2.1A**

Beach Babies Child Care provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.

Harassment by any team member or by a client to a team member requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

Beach Babies Child Care prohibits sexual harassment. Beach Babies Child Care team members, volunteers, clients, and applicants have a right to work in a discrimination free environment, including freedom from sexual harassment.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- ◆ Suggesting to a team member that submitting to sexual favors enhances employment opportunities and/or advancement.
- ◆ Threatening or insinuating that refusal to submit to sexual advance will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- ◆ Offering unwelcome sexual advancement or flirtation.
- ◆ Using sexually degrading words.
- ◆ Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- ◆ Displaying graphically sexual pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with team members assuring that insulting and/or degrading sexual harassment shall not be tolerated.

### **Sexual Harassment Complaint Procedure:**

Sexual and impermissible harassment complaints should be reported immediately to a team member's supervisor. If it is inappropriate to notify the supervisor, contact the Owner. Sexual harassment complaints will be investigated promptly, and all information will be kept confidential. Investigation results require the Administrator action and resolution.

### **Sexual Harassment Complaint Action:**

Sexual harassment investigations confirming allegations require swift and prompt corrective action and disciplinary action or possible termination against the offending party up to and including parents or anyone in the center.

## **POLICY: RECRUITMENT**

**POLICY NO.: 2.2**

All position vacancies shall be posted prior to listing in other advertising so current team members may have the



opportunity to apply for the position.

This policy is not a guarantee that a current Team member (or parent) will be promoted/transferred or hired to fill the vacant position. Beach Babies Child Care strives to employ persons who are the best qualified to fill the needs of the agency in accordance with the qualifications and essential job functions listed on the job descriptions.

#### **POLICY: INTERVIEW**

**POLICY NO.: 2.3**

The Administrator will select Candidates for interview from the applications received for the position. Candidates will be interviewed by the immediate supervisor of the position. The supervisor will recommend the candidate to fill the position and submit her or his recommendation to the Owner. All hiring is subject to the approval of the Owners.

#### **POLICY: TEAM MEMBER CLASSIFICATIONS**

**POLICY NO.: 2.4**

Team members will be notified of the Team member Classifications into which their position fits on the job description and in their Letter of Appointment. For example, the Center Director position may be classified as: Full-Time, Full-Year, Exempt, Administrative Team member.

Beach Babies Child Care reserves the right, in its sole discretion to change a team member classification at any time without prior notice.

1. **Full-Time Team member (Federal Standards):** A person who is assigned to a regular Full Time position working 30 Hours.
2. **Part-Time Team member:** A person who is regularly scheduled part-time hours.
3. **Full-Year Team member:** A person who is employed basis for [52] weeks per year.
4. **Part-Year Team member:** A person who is employed for less than [52] weeks per year.
5. **Long-Term Substitute:** A person employed for a temporary period exceeding [2] weeks and for a specific purpose. Long-Term substitutes will not be eligible for benefits.
6. **Short-Term Substitute:** A person employed for a daily and/or weekly period to fill a vacancy created by the absence of a Team member. Short-Term substitutes will not be eligible for benefits.
7. **Summer Team member:** A person employed during the summer months of June, July, and August. Summer temps are not eligible for benefits.
8. **Exempt:** Team members not eligible to receive overtime pay. Their salary covers all hours worked. Exempt team members are paid to perform a job regardless of the number of hours required to accomplish all aspects of the job as outlined in the job description.
9. **Non-Exempt:** Hourly and salaried team members eligible to receive overtime pay pursuant to Fair Labor Standards Act. Non-exempt team members are paid for the hours worked to complete their job as outlined in the job description.
10. **Classroom/Direct Care Team member:** This includes positions where the team member's primary duties involve direct care and supervision of children. POSITIONS INCLUDE: TEACHERS, ASSISTANT TEACHERS, AND INTERNS.
11. **Administrative Team member:** This includes positions where the team member's primary duties involve supervision of team members, program/curriculum, financial and managerial responsibilities.

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ADMINISTRATOR, DIRECTOR, DIRECTOR OF EDUCATION, ASSISTANT, FRONT OFFICE.

12. **Facilities Team member:** This included positions where the team member's primary duties involve maintenance of facilities, preparation of food, janitorial and/or transportation. COOK AND JANITORIAL.

#### **POLICY: ASSIGNMENT**

#### **POLICY NO.: 2.5**

Team members will be assigned to a position for which they are qualified, based on the needs of the agency in an effort to provide services of the highest quality and efficiency, and to maintain compliance with the Office of Child Care Licensing. Beach Babies Child Care will make team member assignments in its sole discretion. A team member's assignment includes, position, pay, scheduled hours and location.

Beach Babies Child Care reserves the right to change a team member's assignment at any time to continue to meet the needs of the agency and to maintain compliance with the Office of Child Care Licensing.

Team members may request a change of assignment in writing to their immediate supervisor. Team members should include the reason for the request, any and all benefits the change would provide the agency and the specific schedule, position and/or pay change the team member is requesting. The Supervisor will review the request, discuss the reason, and benefits the change offers the agency with the team member, prior to the making a final decision. For additional information see Policy No. 4.5 "Transfer".

Team members will be required to work overtime, or alternate schedules as assigned by a Supervisor, Director, Executive Director and/or Owner. Team members will be given as much notice as possible when changes to their normal work schedule are made. Team members who refuse re-assignment will be subject to disciplinary action up to and including termination.

#### **POLICY: EDUCATION & TRAINING**

#### **POLICY NO: 2.6**

ALL Beach Babies Child Care Team members are required to have including but not limited to the following trainings:

- Approved C.P.R & First Aid Training
- Medication Training
- Any related mandatory STAR Training
- 18 Hours of yearly training for full time team member- 9 of the 18 hours must be quality assured
- Part-Time Team member will be notified of how many training hours are required by their Supervisor
- 2 Professional Development Days (Typically Nov. and Feb. but are subject to change)
- All Mandatory Training
- Health and Safety Training

In addition to the required training above, Infant Room Team member are also required to have the following training:

- Safe Sleep Training

Beach Babies Child Care may reimburse full time team member after their probation up to 18 hours of approved training with pre-approval of the School Administrator. Any additional training after the required 18 hours of training, may not be

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reimbursed by Beach Babies Child Care. If a team member signs up for a workshop, training, or class and does not attend, leaves Beach Babies Child Care before completion of the training, or leaves within 6 months of completion they will be responsible for re-payment to the center. Copies of certificate will not be provided without proper notification, please see Personnel Records, Policy 11.0.

## **POLICY: PROFESSIONAL DEVELOPMENT**

## **POLICY NO.: 2.6A**

Beach Babies Child Care and our state regulations require all team members to receive continuing education hours and participate in professional development opportunities. Beach Babies Child Care will provide opportunities for team members to participate in professional development through supervision, in-service training, meetings, and attendance at special training programs, conferences, and workshops. The specific number of hours and/or credits required for each position will be indicated on the team member's job description and the deadline for completion of those hours will be discussed with the team member as part of their continuing education/professional development plan.

Whenever a team member attends a training event, she or he may be required to write up a summary of the training or specific sessions they attended. The written summary may be shared with other team members to spread the information presented throughout the program. Occasionally, team members may be asked to present their summary at a team member meeting or other in-service event or share the information directly with another team member who might benefit from the information shared in the session.

Non-exempt team members who travel for training events will be compensated for the actual travel time associated with getting to and from the event when they leave from a worksite, report to the event site, and return to a worksite, provided they have received prior approval to attend the event. When traveling from home to a training event site, this time is considered commute time and will not be compensated unless it is outside the state of Delaware. Non-exempt team members will be required to record their time on their Payroll Record and designate the time as Training. Compensation for Non-exempt team members will be based upon actual work and any approved travel hours. No compensation will be given for free time, meal times, overnight time, or periods between sessions at the event.

Exempt team members do not receive additional compensation for attendance at a training event as it is considered part of their job duties to participate in Professional Development.

Any team member who does not receive the required number of training/professional development hours as stated on their job description and/or additional hours as assigned will be subject to disciplinary action up to and including termination.

Any team member that falsifies continuing education or professional development documentation will be subject to disciplinary action up to and including termination.

## **POLICY: PROVISIONAL PERIOD**

## **POLICY NO.: 2.7**

Provisional Team member: A team member will be provisional for up to 90 (Ninety) working days of employment when initially hired or placed in a new position. During the Provisional Period, Beach Babies Child Care will evaluate the provisional team member's performance to determine if she or he meets the standards set by Beach Babies Child Care as outlined by the job description and the Beach Babies Child Care Team Member Handbook as well as the Office of Child Care Licensing.

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Provisional team members shall not be eligible to use paid time off, or any other form of paid absence including designated holidays or any other closings.

#### **A. ONBOARDING/ORIENTATION**

Provisional Team members will take part in Beach Babies Child Care' On-boarding/Orientation Program. This program is designed to teach new team members the functions of their job, the procedures, and policies for which they are accountable and the agency's corporate culture. During the On-boarding/Orientation process, provisional team members are encouraged to ask questions and seek clarification of all material presented. Provisional Team members should remember that the Provisional Period is a time when the agency is determining if the team member is a good fit for the agency, and team member should be considering if the agency is a good fit for them as well. While learning and understanding are a continual process, it is expected that Provisional Team members should know the full extent of the employer's expectations, functions of their job, licensing regulations and corporate culture by completion of the Provisional Period.

#### **B. PROVISIONAL PERIOD PERFORMANCE APPRAISAL**

When the team member nears completion of the On-boarding/Orientation Program and before the last day of the Provisional Period, their supervisor will conduct a Provisional Period Performance Appraisal. The team member will meet with their Supervisor to discuss the Appraisal and the Supervisor will recommend that the team member be given regular employment status, have employment terminated or have the Provisional Period extended to provide more training and review.

The provisional period may be extended up to 90 days, by approval of the Administrator and only where it is deemed necessary and appropriate. In all cases of recommendations to extend a team member's provisional period, the supervisor must submit a Performance Appraisal and the reason for extension and the length of extension that is recommended. Recommendations for extension cannot be submitted after the Provisional Period concludes.

Upon successful completion of the provisional period, the supervisor will recommend retention of the team member to the Administrator. The recommendation must be accompanied by a completed final provisional performance appraisal. Upon approval by the Administrator, the team member will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular team members of the same classification.

Should the provisional team member not be recommended for regular status, the team member 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.

All employment documentation required must be provided by the team member prior to acquiring regular employment status.

#### **POLICY: NEPOTISM**

**POLICY NO.: 2.8**

For the purpose of this policy, immediate family shall include any of the following persons:

Husband

Mother-in-Law

Niece



Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Stepchild	Grandmother
Brother	Stepparent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the team member's immediate household

Family members of current team members may be a valuable source of qualified applicants; however, members of the same family will not be permitted to work in the same classroom unless approved by the owners.

#### **POLICY: ACTING APPOINTMENT**

**POLICY NO.: 2.9**

The Agency may appoint a team member to fill a position on a temporary basis.

The team member may receive a salary adjustment during the acting appointment to compensate for additional duties and responsibilities as determined by on a case by case basis.

The team member will automatically return to her or his previous position and salary when the acting appointment is completed.

Team members who refuse an acting appointment may be subject to disciplinary action up to and including termination.

#### **POLICY: RESIGNATION**

**POLICY NO.: 2.10**

Team members are required to give two (2) WEEKS notice of the intent to resign. Notice must be given in writing to the Administrator. Team members may not be absent from work for any reason during the notice period.

Team members who give the required notice, return all agency property in their possession, are not absent from work during the notice period, comply with all applicable employment policies, and participate constructively in the exit interview will be entitled to payment of accumulated PAID TIME OFF and will be considered eligible for re-hire. In the event of a voluntary separation by the team member with proper 2 weeks' notice, paid time off will be prorated the following way provided that resignation terms and conditions have been met. The vacation days accrued will be divided by the weeks worked in a 52-week period from the day the team member was eligible for the benefit. In the event of voluntary separation by the team member, Paid Time Off may not be used for missing time during their final 2-week period.

Team members who fail to meet the above requirements will forfeit payment of any accumulated leave time and will be considered ineligible for re-hire.



In certain circumstances where the Owners feel it is in the best interest of Beach Babies Child Care, a resigning team member may be told they do not need to report for duty during the notice period. Should this be the case, the resigning team member will be notified in writing and will be paid their regularly scheduled hours up to their date of resignation but would not need to report to work.

#### **POLICY: FORMER TEAM MEMBERS**

**POLICY NO.: 2.11**

Former team members are not permitted on Beach Babies Child Care property without prior permission from Administrator. Former team members who wish to visit, volunteer and/or attend an agency function must contact the Administrator in writing, via email or via telephone to ask permission. Granting permission is in the sole discretion of Administrator and will be based upon the best interest of the agency.

Current Team members may not discuss any matters related to Beach Babies Child Care with a former team member. Any inquiries made by a former team member to a current team member should be directed to Administrator.

Former team members should also be aware that professional codes of conduct and confidentiality still apply even after employment is terminated. Beach Babies Child Care will seek to hold former team members accountable for any violation of client and or team member's rights of privacy. Further, Beach Babies Child Care will pursue all legal remedies available for actions which slander, defame and or impugn the business reputation of the agency.

Former team members will only be eligible for re-hire if they meet the following criteria:

1. Gave appropriate notice prior to leaving employment (This may be waived in cases of emergency medical circumstances that make giving notice impossible or other extenuating circumstances).
2. Returned all agency property prior to leaving employment.
3. Constructively participated in an Exit Interview prior to leaving employment.
4. Presented no issues following separation of employment, i.e., maintained professional codes of conduct, maintained confidentiality according to agency's confidentiality policy.

Former team members seeking re-hire must personally contact Administrator in writing, by email and/or by telephone to inquire as to their eligibility for re-hire prior to submitting an application.

#### **POLICY: TAKING ATTENDANCE**

**POLICY NO.: 2.12**

All team member is required but not limited to keeping daily attendance and food program attendance for the children in their class. A clipboard will be provided, and attendance should be turned in to the front desk each week. It is vital that the attendance is accurate and up to date.

#### **POLICY: ORIENTATION**

**POLICY NO.: 2.13**

All Beach Babies Child Care team members will attend orientation prior to their first day working or on their first day of work.



## **HEALTH AND SAFETY POLICIES**

### **POLICY: HEALTH AND SAFETY**

### **POLICY NO.: 3.0**

Beach Babies Child Care is required under the law to maintain compliance with all local and state Department of Health regulations including but not limited to reporting communicable diseases in children and team members, maintaining a hygienic environment, and proper storage and service of food products/items. Team members can find a copy of these regulations at any of our Beach Babies Child Care front office. Team members are required to comply with all posted and expressed policies and procedures to ensure compliance with Department of Health regulations.

Failure to maintain and ensure compliance with any and all posted, published, and expressed health and/or safety policies will result in disciplinary action up to and including termination.

### **POLICY: ACCIDENTS**

### **POLICY NO.: 3.1**

In order to protect your claim for compensation and/or minimize Beach Babies Child Care and its team members' liability, all injuries or accidents occurring during employment, no matter how minor, must be reported to Administrator immediately.

All team members are covered by Workers Compensation Insurance and must seek treatment for accidents and injuries as required by the plan. Team members will be required to provide information regarding the accident or injury to their immediate supervisor immediately.

Team members who are placed on Workers Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Accidents or injuries involving children must be reported immediately to Administrator. Team members will be required to complete accident/injury reports for these incidents. Team members will be advised by the Administrator to call the child's parents to apprise them of the incident/accident as necessary and at the Administrator's discretion. A parent is required to sign the accident/injury report within 24 hours following the incident/accident. A copy of the signed accident/injury report will be given to the child's parent and a copy should be given to Administrator. For parents who refuse to sign accident/injury reports it will be noted on the document and signed/noted by an administrator that the parent refused to sign. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to Administrator. Team members will be required to complete accident/injury reports for these incidents. The accident/injury report should be given to Administrator. These documents will become part of the agency's record.

Any team member who fails to appropriately report, or files a false accident/injury report will be subject to disciplinary action up to and including termination.

### **POLICY: BLOODBORNE PATHOGENS**

### **POLICY NO.: 3.2**

The Bloodborne Pathogens policy covers all team members who "reasonably anticipate" coming into contact with human blood and other potential infectious materials (OPIM), which includes but is not limited to semen, vaginal secretions, and any bodily fluid that visibly contains blood.



Team members may, in the course of her or his daily activities, come into contact with other potentially infectious materials. Those situations include, but are not limited to the following:

- ◆ providing assistance after an accident has occurred with children, team members, 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

Team members are required to treat all children and fellow team members as though they are infected with a bloodborne pathogen regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with Bloodborne Pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the team members or administration of Beach Babies Child Care; as such information is confidential and protected by law. Common Bloodborne Pathogens include but are not limited to: HIV, Hepatitis, Syphilis, and Herpes. These and other Bloodborne Pathogens are transmitted primarily through blood, and other potentially infected materials (OPIM) which include but are not limited to semen, vaginal secretions any bodily fluid that visibly contains blood.

Team members are required to report any incident of exposure to Blood or OPIM to Administrator. Additionally, the team member is required to complete an Exposure Control Incident Report (accident report). The completed Exposure Control Incident Report must be turned in to Administrator/Director within 1 hour of the exposure incident. An Exposure Incident Occurs when a team member comes in direct contact with or thinks they may have come in direct contact with another person's blood or OPIM. Should a team member wearing personal protective equipment (i.e., Gloves) get blood on the personal protective equipment, an exposure incident would only occur if the personal protective equipment were to be breached in some manner (i.e., A torn or broken glove). Failure to report an exposure incident and/or complete and turn in the Exposure Control Incident Report as outlined above will result in disciplinary action up to and including termination.

Beach Babies Child Care will make available to the team member or volunteer the following within 24 hours of an Exposure Incident at Beach Babies Child Care's expense: laboratory tests, including testing the team members blood, Hepatitis B Vaccination (if the team member has not been previously vaccinated against Hepatitis B) and a medical evaluation performed by a licensed medical professional. The team member has the right to decline any, or all of the above if they so choose. The team member is required to complete an Exposure Control Consent Form indicating the choices they have made.

All team members are required to strictly adhere to the Universal/Standard Precautions Procedures as outlined in the Universal/Standard Precautions Policy to control exposure to Bloodborne Pathogens and to promote good hygiene.

Beach Babies Child Care provides the following personal protective equipment: vinyl/latex gloves in a variety of sizes, and CPR guards. All vinyl/latex gloves are kept in the front office supply cabinet. Team members are required to have personal protective equipment in their immediate area at all times. When traveling outside of the classroom area, team members are required to carry the First-Aid Bag/Hip Pack on their person at all times. Team members are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is designed. Failure to appropriately use personal protective



equipment at any time will result in disciplinary action up to and including termination.

Team members should be mindful of blood or OPIM on their clothing or personal items. Contaminated clothing and personal items must be cleaned and/or disposed of in a manner to ensure that further exposure does not occur. This may require that a team member's clothing be torn or cut off and/or thrown away. Beach Babies Child Care is not responsible for clothing or personal items ruined or destroyed as a result of contamination and/or removal as per this policy.

### **POLICY: UNIVERSAL/STANDARD PRECAUTIONS**

### **POLICY NO.:3.3**

Team members are required to use Universal/Standard Precautions when handling blood and other potentially infectious materials (OPIM), or when it is reasonably anticipated that contact with blood or OPIM will occur. Other potentially infectious materials (OPIM) include any bodily fluids which visibly contain blood, semen, and vaginal secretions.

Universal/Standard Precaution Procedures involve the use of protective barriers (latex or vinyl gloves and CPR guard) when it is reasonably anticipated that a team member may have contact with blood or other potentially infected materials (OPIM). Examples of when Universal/Standard Precautions should be used include but are not limited to cleaning up blood, OPIM or unknown substances or spills, cleaning broken glass and/or other sharps, giving first aide to another person, changing a diaper, or assisting in toileting routines and when using a needle to administer medication or test blood sugar.

Team members who fail to use Universal/Standard Precautions every time it is warranted will be subject to disciplinary action up to and including termination.

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:
  - ◆ Use antibacterial liquid soap and scrub hands for 1 minute.
  - ◆ Scrub tops of hands, palms, between fingers and under nails.
  - ◆ Rinse under water with hands pointed down.
  - ◆ Dry hands with paper towels.
  - ◆ Turn off the water faucet with a towel before disposing of it.
2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on your hands. If skin contact is made with these substances, wash the affected areas with soap under running water and immediately report the Exposure Incident to Administrator/Director.
3. Follow the Diaper Changing Procedure each and every time a child's diaper is changed.
4. Change gloves after contact with each child. Throw away disposable gloves after each use. Wash hands after wearing the gloves.
5. Place disposable diapers in a plastic bag. Tie the bag securely. Any B.M. diapers must be tied in a bag.
6. Supervise toilet trained/training children to ensure that they wash their hands well after using the rest room.
7. Wear disposable gloves when assisting a toilet trained/training child during toileting routines. Follow diaper changing observations.
8. Clean up blood, OPIM and unknown spills on surfaces with 1-part ordinary household bleach diluted in 10 parts water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant, and hydrogen peroxide can also be used.



Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency.

## **POLICY: HEALTH APPRAISAL**

**POLICY NO.: 3.4**

Employment at Beach Babies Child Care is contingent upon receipt of the completed Health Appraisal Document in which a licensed health care provider indicates fitness for duty.

The Health Appraisal must be provided within 30 days of hire if documentation is submitted showing the team member was unable to get an earlier appointment. The licensed health care provider may not be an immediate family member of the team member as defined by in the Nepotism Policy. Team members will be required to obtain a Health Appraisal every 5 years & T.B. screening within 30 days and every 5 years after.

Team members may be required to submit additional Health Appraisals/Certifications as needed to reasonably accommodate a team member's disability or to determine eligibility for leave or to return to work from any medical/disability leave.

Health Appraisals will be maintained as a part of the team member's medical information file, which is a part of her or his personnel record.

The position description with the essential job functions is a critical part of the Health Appraisal. A copy of the position description is attached to the Health Appraisal, which must be reviewed and completed by the licensed health care provider at the time of examination.

Detailed physical and mental abilities for each position will be listed on the job description. These essential job functions will be discussed with you at time of hire and from time to time during your employment. The Agency reserves the right to amend and change these essential job functions at any time based upon the needs of the agency.

Team members will be required to execute an acknowledgment of the essential job functions prior to employment and at other times during their employment.

Team members who fail to provide the required Health Appraisal as required will be subject to disciplinary action up to and including termination.

## **POLICY: CHILD ABUSE AND CRIMINAL BACKGROUND CHECKS**

**POLICY NO.: 3.5**

State law requires a statement signed by team member stating the team member member's status relative to conviction, current indictment or involvement in any criminal activity involving violence against a person, child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct, gross irresponsibility or disregard for the safety of others; or serious violation of accepted standards of honesty or ethical behavior; or any case of child abuse or neglect substantiated by the Division of honesty or ethical behavior; or any case of child abuse or neglect substantiated by the Division of Family Services or the respective responsible entity in any other state or country.

New team members must be fingerprinted for child care positions by the Delaware State Police as soon as they are hired or schedule an appointment to be fingerprinted. Team members must have printed prior to first day of working a clearance and eligibility letter. Team member members shall be required to provide the fingerprint verification form to the licensee

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as proof of being fingerprinted.

## **POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE**

**POLICY NO.:3.6**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

All Team Members of Beach Babies Child Care are considered Mandated Reporters, under this law.

Team members are required to discuss any suspicions of child abuse/neglect with the School Administrator, who will make all reports of suspected child abuse/neglect on behalf of Beach Babies Child Care to the Delaware Department of Services for Children, Youth and Their Families.

The team members of Beach Babies Child Care are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Beach Babies Child Care take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Team members should also not question children about any suspicions.

## **GUIDELINES ON CHILD ABUSE**

The following pages 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 School Administrator and begin to keep an anecdotal record of the child.

## **CHARACTERISTICS OF BATTERED CHILDREN**

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured and is brought for treatment, the child usually appears to:

*Have no close feelings or affect with parents or other people.*

*Be fearful. Be quiet.*

*Show no reaction to pain or expectation of being comforted.*

Having had violent physical contact with adults in the past, the child is often:

*Wary of physical contact initiated by an adult.*

When admitted to a hospital ward, the battered child:

*Seems less afraid than other children and settles in quickly.*



When other children cry, the battered child:

*Becomes apprehensive and watches them with curiosity.*

The battered child will also become:

*Apprehensive when an adult approaches the crying child.*

While in a new situation, the child:

*Seeks safety in sizing up the situation and being alert for danger.*

Children who have been battered do not behave as typical children do.

*They display many adult-like reactions.*

### **INDICATORS OF CHILD NEGLECT**

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two (2) subgroups: physical and emotional neglect. These two (2) aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. Malnourished
2. Ill-clad or dirty
3. Overcrowded or unhealthy sleeping arrangements
4. Receiving inadequate supervision
5. Totally unsupervised

Many of the above mentioned characteristics are also indicative of emotional neglect, along with the following:

1. An insecure child, seemingly withdrawn or overaggressive
2. Failure to attend school regularly
3. Constant friction in the home
4. Exposure to unwholesome and demoralizing circumstances
5. Denied normal nurturance

### **REPORTING CHILD ABUSE IN DELAWARE**

If you suspect a child under the age of 18 is being abused or neglected or is at risk for abuse or neglect, you should make a report to the Division of Family Services by calling 1-800-292-9882 within the State of Delaware. Out of state calls are to be made to 302-577-6550. The phones are answered 24 hours a day, 365 days a year by Division of Family Services' team member.

### **IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:**

Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action. As mandated reporters, team members of Beach Babies Child Care cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Further, the team member is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the



report is malicious.

### **PENALTY FOR FAILURE TO REPORT**

Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$500.00 or up to six months' imprisonment or both.

### **Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ 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 impaired by drugs or alcohol
- ◆ Failing to provide appropriate meals including a drink for your 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 behavior consistent with an abusive situation
- ◆ Aggressive/Dangerous driving in the parking lot which endangers a child
- ◆ Threats of any kind to harm oneself or the child

### **TEAM MEMBERS ACCUSED OF CHILD ABUSE/NEGLECT:**

When a team member is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of Child Protective Services investigation as well as any criminal charges filed against the team member. Please refer to the Investigatory Suspension Policy 9.6 contained herein. If Beach Babies Child Care can provide an alternative work location where children are not present during any part of the day, the team member may be assigned to that location temporarily. This will be considered on a case by case basis and determined at the discretion of the Owner.

Beach Babies Child Care will cooperate fully with any investigations into accusations of child abuse and/or neglect and all team members will be required to cooperate as well.

Beach Babies Child Care will maintain strict confidentiality regarding information involving both the accused team member and the child/children involved in the report.

Team members indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Team members cleared of the accusation by Child Protective Services and/or found innocent of criminal charges will be returned to their position on the first business day following receipt of documentation proving charges/investigations are closed.



## **POLICY: WORKPLACE SAFETY**

**POLICY NO.:3.7**

Beach Babies Child Care strives to provide a safe workplace for all team members. Team members will be held to the highest standards regarding following and enforcing Safety Policies and Procedures. Team members are expected to set the best possible example and to be proactive regarding safety issues.

Team members must be keenly aware of their environment and persons who have entered any facility. Anyone who is not recognized should be questioned regarding the nature of her or his visit. Strangers should be escorted to the door. If you are uncertain or feel jeopardized seek the assistance of a supervisor or a co-worker. Never leave the children unattended with a visitor/stranger. Team members who do not question and/or escort strangers out of the building will be subject to disciplinary action up to and including termination.

Former team members are not permitted on the property of Beach Babies Child Care without prior permission. If a former team member returns to the property, notify a supervisor immediately. Former team members will be asked to leave the premises. Local police will be called, if necessary, to deal with safety issues.

All team members must be familiar with and adhere to the rules for releasing children. Refer to the Custody and Release of Children Policy contained in the Beach Babies Child Care Parent Handbook.

Any unusual incidents should be documented and brought to the attention of your supervisor immediately. Violation of this policy will result in disciplinary action, including termination.

## **POLICY: FACE MASKS IN THE WORKPLACE**

**POLICY NO.: 3.8**

Beach Babies Child Care is committed to maintaining a safe and healthy workplace. We have implemented this policy to protect you, your coworkers, and your families from the spread of COVID-19.

### Background

The Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the World Health Organization (WHO) have found that wearing face masks can help prevent the spread of COVID-19, especially when social or physical distancing cannot be accomplished and in areas of significant community spread. This is especially true for individuals who are not fully vaccinated and individuals with immunocompromising conditions who remain at risk for COVID-19 infection after vaccination.

### Mask Use

You are required to wear a face mask when:

- Attending in-person meetings in a conference room, private office, or other enclosed space.
- Using any common spaces or equipment.
- Interacting with other team members in person and when a minimum of six feet social distance cannot be achieved.
- In elevators and stairways.
- Meeting in person with customers, clients, or vendors, wherever located.

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- Working within six feet of members of the public.
- Other situation covered by state or local reopening order.

It is recommended that you wear a face mask at all other times (except when eating or drinking) while on day care property.

We also requires all guests, parents, and vendors to wear a face mask at all times when on property.

#### Disclaimer of Restrictions on Team member Rights

This policy is not intended to restrict communications or actions protected or required by state or federal law.

#### Accommodation Requests

If you require an accommodation regarding this policy for reasons based on religion, disability, or other grounds protected by federal, state, or local laws, contact the director.

- A description of the accommodation requested.
- The reason for the accommodation.

The Company will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this face mask policy and explore potential reasonable accommodations that could overcome those limitations. You are encouraged to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

#### Modification of Policy

Beach Babies Child Care reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Due to the rapidly evolving medical information surrounding COVID-19, if at any time applicable local, state, or federal masking requirements conflict with this policy, team members are expected to comply with the more stringent requirement.

#### Reporting Violations

If you witness or become aware of any team members or other individuals violating this policy, report them to the director.

#### Enforcement

Failure to comply with this policy may result in discipline, up to and including termination of employment.

#### Retaliation

The Company prohibits any form of discipline, reprisal, intimidation, or retaliation against team members who report

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violations in accordance with this policy.

## **WAGE, HOUR, AND PAY POLICIES**

### **POLICY: TEAM MEMBER ASSIGNMENT**

**POLICY NO.:4.0**

Assignment includes a team member's day, hours, location, and position. Team members will be assigned to a position for which they are qualified, based on the needs of the agency in an effort to provide services of the highest quality and efficiency, and to maintain compliance with Delaware's Office of Child Care Licensing. Beach Babies Child Care will make team member assignments and any changes thereto, in its sole discretion.

Beach Babies Child Care reserves the right to change a team member's assignment at any time to continue to meet the needs of the agency and to maintain compliance with Delaware's Office of Child Care Licensing. Changes may be made to the team member's days, hours, location and/or position.

Team members may request a change of assignment in writing to their immediate supervisor. Team members should include the reason for the request, any and all benefits the change would provide the agency and the specific schedule, position and/or other change the team member is requesting. The Supervisor will review the request, discuss the reason, and benefits the change offers the agency with the team member and the Owner prior to the Owner making a final decision. For additional information see Policy No. 4.5 Transfer.

Team members will be required to work overtime, or alternate schedules as assigned by a Supervisor, Director, Executive Director and/or Owner. Team members may be required to report to an alternate location by a Supervisor, Director, Executive Director and/or Owner. Team members will be given as much notice as possible when changes to their normal work schedule and/or location are made.

Team members who refuse an assignment will be subject to disciplinary action up to and including termination.

### **POLICY: HOURS OF ATTENDANCE AND WORK SCHEDULES**

**POLICY NO.: 4.1**

Team members will be advised of their regularly scheduled hours at the time of hire. Hours of attendance have been carefully planned and team members are required to work the hours and days for which they have been scheduled.

Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. Team members who refuse a schedule change will be subject to disciplinary action up to and including termination as stated in the Assignment Policy Number 2.5 and Transfer Policy Number 4.5.

Your work schedule will fall between the hours of 6:15 a.m. and 6:00 p.m. Upon offer of employment, you will be asked if you have any restrictions or obligations that may interfere with your employment here. We try our best to keep your schedule consistent; however, flexibility is much needed, as enrollment and children's attendance can be unpredictable.

If you are unable to report to work for any reason, you must notify your immediate supervisor by phone as soon as you know you will not be at work and at least 2 hours prior to your scheduled starting time, Texting your supervisor is not acceptable. Failure to notify your immediate supervisor in a timely manner will be considered an unexcused absence and will be subject to disciplinary action. Team members will not be permitted to use available leave time for an unexcused absence. Team members who fail to notify their supervisor at all may be considered to have abandoned their position,

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which will result in termination.

Non-exempt team members must seek prior approval for completing work assignment at home. Permission will only be granted in limited circumstances as team members are afforded time during their scheduled work day to complete all tasks as assigned in their Job Description. Team members who find they cannot complete assignments during their schedule hours of work should discuss this with their immediate supervisor. Non-exempt team members who take work home without prior approval will be subject to disciplinary action up to and including termination.

As required by Office of Child Care Licensing regulations and or Beach Babies Child Care team members will from time to time, attend trainings, meeting and/or conferences to meet Professional Development/Training Hours. As stated in the Delaware Licensing Regulation, 18 hours of approved ECE training are required each year depending on your employment status. Nine of these hours need to be Quality Assured Training. Half of the required training hours must be completed 6 months before the annual licensing inspection. If training is not completed, team member will not be permitted to work until training is complete.

Work schedules are prepared by Administrator/Director each week and will be posted on Thursday for the following week. The schedule will include work days, work hours, and days off. Hours of attendance have been carefully planned and team members are required to work the hours and days for which they have been scheduled.

There are “Closed” dates marked on a calendar next to the time-off request form. We close dates when we have limited coverage, too many requests off, or special circumstances for particular dates or weeks. During that time, we have closed time-off requests. There is a possibility that your request will be approved as we try our best to accommodate but be aware that your request could be deigned.

If you miss time during a “Closed” date for medical reasons a doctor’s note may be required. Documentation will also be required if you need to call out for any other circumstances.

## **POLICY: OVERTIME**

## **POLICY NO.:4.2**

Team members will be notified on their Job Description and in their Letter of Appointment at the time of hire as to whether they are classified as “exempt” or “non-exempt” as determined by the Fair Labor Standards Act. This policy addresses payment for overtime for non-exempt team members. Definitions of Exempt and Non-Exempt Team members can be found in the Team member Classification Policy Number 2.4.

The nature of the duties and responsibilities of some non-exempt team members may require overtime work from time to time. Overtime work should be considered an exceptional situation.

All overtime must be approved by the team member's immediate supervisor prior to working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving late pick- up of children, the team member must inform their immediate supervisor of the situation as soon as possible following the overtime hours. Team members who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

As per Policy 4.1, Hours of Attendance/Work Schedules, non-exempt team members are specifically prohibited from doing work at home without prior approval. Approval will only be granted in limited circumstances with specific regard to whether the work will create, and overtime pay situation.

A supervisor may inform a team member of the need to work overtime with little or no notice. Team members who refuse

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overtime assignments may be subject to disciplinary action up to and including termination.

If a non-exempt team member is required to work overtime hours, the team member will receive monetary compensation for the additional hours worked as prescribed by wage and hour laws.

#### **POLICY: WORK RELATED TRAVEL**

#### **POLICY NO.:4.3**

In reference to Professional Development/Training Hours, and team member may be required to travel to and from alternate work sites to complete required training hours, for professional interaction and/or to complete work assignments. Should the team member not attend the training/conference/meeting or complete work assignments which are the purpose of travel, the team member will be subject to disciplinary action up to and including termination. Further, Beach Babies Child Care will seek repayment of any funds paid out in relation to such travel including but not limited to, transportation, meals, lodging, registration fees, and/or activities fees.

The Administrator will book all overnight travel arrangements as necessary for out of town functions. Team members will be informed prior to booking of the dates and times of travel to avoid a potential conflict. However, the traveling team member will not be able to dictate the time or mode of travel. The Administrator will attempt to work with the team member so as not to create a burden. However, the Administrator will make the final determination related to all travel arrangements. Any team member who refuses to travel as assigned will be subject to disciplinary action up to and including termination.

Non-exempt team members who are traveling on approved agency business will be compensated for the time spent traveling provided the travel occurs during normal working hours. If travel occurs at times other than normal working hours, the team member must receive prior approval for the travel in order to receive payment. See Policy Number 5.1 Work Related Expense Reimbursement for information regarding mileage and other expenses related to required work travel.

Team members will not be compensated for time spent commuting to and from work.

#### **POLICY: EMERGENCY CLOSINGS**

#### **POLICY NO.:4.4**

In any emergency the safety and security of the children and team members is of the utmost concern. Beach Babies Child Care requires that all team members act in a professional and calm manner in the face of any emergency. Further, it is expected that all team members will attend to the safety and security of the children throughout an emergency scenario. Due to severe weather conditions or other emergency situations, there may be times when the Beach Babies Child Care facilities may be closed. Emergency closing is at the discretion of the Owner.

##### Severe Weather Conditions:

In the event of severe weather conditions, Beach Babies Child Care may close during a "State of Emergency. A Determination will be made during a Level 1 & 2 State of Emergency. Beach Babies Child Care will close during a Level 3 State of Emergency.

Team members will be contacted via ProCare, text message, phone call, or Social Media postings with instructions of when to report to work if we will be opening late or closing.



### Other Emergencies:

#### Closing the Entire Center:

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 may endanger the safety or health of children and team members, may result in Beach Babies Child Care facilities being closed at the discretion of the Owner. Team members will be advised of their obligations in these situations this may include but be limited to, cleaning and preparing the original site for services to resume, move the program to an alternate location should the physical site be unusable for an extended period of time and office/clerical work.

During Emergency Closing events team members may be assigned to alternate work locations should those locations remain open. Team members may also be asked to leave their primary work location and go to an alternate work location during a delayed opening or early closing of their primary work location. Team members will be notified by a manager of their obligations during these times and as much notice as possible will be given. Team members who refuse or fail to report as assigned will be subject to disciplinary action up to and including termination.

In the event of emergency closing in the middle of the day, supervisory team member will instruct team members as to their responsibilities during the emergency. Team members will be required to remain at the agency as long as there are children present. This may require team members to remain after normal closing hours. Team members must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Supervisory team member will inform team members as to when they are able to go home. Team members who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

#### Closing a Classroom or Part of the Center:

In certain situations, it may be necessary to close a classroom or certain area of the center due to physical damage to that location, which does not affect the safe operation of the rest of the facility, or due to a health or medical issue, at classroom must be closed to keep children and/or team member safe. This could include a structural issue with the building, flooding damage, leaks, storm damage, HVAC/water or other utilities issues, or communicable illness/disease. Team member will be notified of their obligations regarding work, possible telework, or assignment to an alternate work location. Team members are required to comply with the directives of their supervisor during this time and work together to ensure the safety and health of all children and team member. Team members should not assume that because their classroom or area of the building is affected, that they do not have to report for duty. Team members who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

#### National, State or Local Emergency Closing:

In the event of a closure of Beach Babies Child Care related to a national, state, or local emergency declaration of any kind, team members will be notified of their responsibilities regarding reporting for duty, adjustments to work assignments, including but not limited to working remotely, virtual teaching, completing professional development hours, performing alternate job duties such as assisting with clerical or office work, cleaning and prepping physical site for reopening after the emergency declaration ends, and moving and set up program to deliver services in as alternate location. Team members will be advised, based on the specific emergency situation of when and how many hours the team member will be expected to work, their pay, possible temporary lay-off and use of PTO during the emergency declaration.



If there is a Fire Drill during a team member's clocked outbreak time, team member is required to clock back in and return to work.

In the event of emergency closing in the middle of the day, team members will be instructed by supervisory team member as to their responsibilities during the emergency. Team members will be required to remain at the agency as long as there are children present. This may require team members to remain after normal closing hours. Team members must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Any team member who calls out prior to Emergency will not be compensated. Team members will be informed by supervisory team member as to when they are able to go home. Team members may be required to go to another center to assist during an emergency closing. Team members who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

#### Team member Pay during Emergency Closings:

Non-Exempt full-time team members who work 40 hours and are eligible for benefits will be paid for days when Beach Babies Child Care is closed. When the agency closes after opening for the day, non-exempt/full time team members will be paid. Exempt team members who report to work and are sent home due to inclement weather or other emergency will be compensated for the entire day.

If a full time team member is scheduled off during an Emergency Closing, they will not be eligible for Emergency Closing Pay.

If a team member does not have accrued paid leave time, the team member will not be eligible to use PTO for pay during inclement weather or other emergency closings as indicated in the above paragraphs. If a team member is sent home due to ratios, team member will not be compensated for the entire day.

#### Alternate Safe Location:

Beach Babies Child Care has designated alternate safe locations. These locations will be used to house the team members and children in cases where the physical site is uninhabitable. Check with your site Administrator for your sites alternate safe location. Such scenarios include but are not limited to fire, flood, toxic spill, and/or fumes. Administrator will make the determination to evacuate the center and proceed to the alternate safe location and will advise the team members as such. Team members are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms for their classroom when exiting the center.

## **POLICY: TRANSFER**

## **POLICY NO.:4.5**

#### Voluntary Transfer:

Written request from team members for transfer within their job classification may be considered. Written requests should be submitted to Administrator and must include the position to which the team member would like to be transferred, the reason for the request, and perceived benefits to the agency. Beach Babies Child Care will evaluate the team member's request based upon the needs of the agency. The decision to approve a team member's transfer request is at the sole discretion of Beach Babies Child Care.

Team members may apply for any vacant position within Beach Babies Child Care for which they are qualified and will

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receive the same consideration as any applicant for the position.

#### Involuntary Transfer:

As agency needs vary, Beach Babies Child Care reserves the right to change a team member's assignment in its sole discretion. Changes to a team member's assignment may include changes to one or more of the following: enrollment needs, position, pay, scheduled hours, and/or location.

Team members who refuse a transfer will be subject to disciplinary action up to and including termination.

#### **POLICY: PAYROLL**

#### **POLICY NO.:4.6**

Beach Babies Child Care work week begins on Wednesday and ends 10 working days later on a Tuesday. Payroll will be Direct Deposited into your bank account by Friday. Payroll is bi-weekly.

Exempt Team members responsible for the direct care of children are required to indicate their arrival time so as to determine if ratio requirements are being met. Exempt team members are not required to account for actual hours worked but may be required to keep track of hours per State regulations.

When a payday falls on a holiday, check with your administrator about when the check will be deposited.

In the event that we need to estimate hours during a pay period, Hours will be adjusted on the next pay.

Live checks (checks that are not direct deposit) may be mailed out to the address listed on the check. Mailed checks will be sent out on Wednesday of the pay week.

#### **POLICY: WORK RELATED EXPENSE REIMBURSEMENT**

#### **POLICY NO.:4.7**

When requesting reimbursement for purchases and/or travel, team members will be required to submit an Expense/Travel Reimbursement Form and submit it to Administrator within (7) seven business days following the purchase/travel. Team members must attach original receipts to the Expense/Travel Reimbursement Form. Failure to submit an Expense/Travel Reimbursement Form and/or Original Receipts in a timely manner may result in denial of reimbursement.

Team members who fail to complete or falsify the Expense/Travel Reimbursement Form may be subject to disciplinary action up to and including termination and possible criminal penalties.

Failure to attach original receipts will result in a delay and/or denial of reimbursement of expenses.

#### Center/classroom material related expenses:

Prior to purchasing items to be used in the center/classroom team members must get prior approval from Administrator. If the team member does not secure prior approval for purchase of specific items, the team member will not be reimbursed, and the items will be considered a donation to the program.

#### Travel Related Expenses:

##### Local

Local as defined as within the same State of Delaware.



Team members who are on approved agency business or attending conferences, workshops, and meetings will be reimbursed for travel including mileage, tolls, and parking. Mileage will be paid from the team member's usual work site to the designated site. Team members must receive prior approval from their immediate supervisor in order to receive payment for these expenses.

Mileage will be reimbursed according to the current federal reimbursement rate as determined by the Internal Revenue Service. Mileage will be calculated by inputting the origination address and the destination address in to Google Maps and using the distance stated.

#### Outside Local Area

Team members who receive advance approval from or who are assigned by the School Administrator or Owner to travel outside of the local area will be reimbursed for travel expenses, overnight accommodations, meals, tips, and other costs necessitated by travel.

Team members traveling overnight will be reimbursed for meals up to a maximum of \$X (x is based upon the IRS Per Diem rates) per day including tips and excluding alcohol.

In some circumstances team members may be able to receive advance payment of these expenses. The rate of reimbursement will be based upon actual expenses.

Any team member who is issued or permitted to use an agency credit card for purchases must turn in all receipts within 1 month following each purchase to the Owner or Human Resources. All receipts will be reconciled against the credit card statement monthly. Failure to turn in all receipts will result in disciplinary action up to and including termination.

Any non-agency and/or unauthorized use of the company credit card will be considered theft and will result in immediate termination and a report will be filed with the police. Further, if the team member does not pay back the amount of the unauthorized/non-agency related purchase, Beach Babies Child Care will exhaust all legal remedies to recover the money, including filing a civil action against the team member.

### **POLICY: MEALS AND BREAK PERIODS**

### **POLICY NO.: 4.8**

In accordance with Federal and State Wage and Hour Laws, Beach Babies Child Care will provide regularly scheduled Meal or Break periods for team members.

While Beach Babies Child Care strives to provide regular meal and break periods to team members, there may be times when, due to enrollment and team member absences, team members may be told by their supervisor that their meal or break period is being postponed, shortened, or canceled on a given day. Maintaining ratio at all times throughout the agency is of critical importance and team members are required to work as assigned to ensure ratios are maintained. Any team member who ignores a supervisor's instruction to postpone, shorten or miss a meal or break period will be considered to have abandoned their position and voluntarily resigned.

Meal or Break periods scheduled for 20 minutes or more in length will be UNPAID breaks. Beach Babies does not have paid breaks for less than 20 minutes.

All team members must receive at least 30 consecutive minutes of the team member is scheduled to work 7.5 or more hours per day. Meal breaks must be given sometime after the first two (2) hours of work and before the last two (2) hours of work.



## **POLICY: USE OF EMPLOYER CREDIT CARDS**

**POLICY NO.: 4.9**

All team members in the possession of a credit card issued by Beach Babies Child Care will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases beyond your set budget must receive prior approval from the Owner.

Submit all sales receipts generated by use of the Company credit card monthly to the Owner. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 7 days.

Immediately report lost or stolen Company cards to your Supervisor. Failure to follow this policy may result in disciplinary action up to and including discharge.

## **BENEFITS**

### **POLICY: TEAM MEMBER BENEFITS**

**POLICY NO.: 5.0**

Beach Babies Child Care will offer benefits to team members based upon available funding. Each team member will be advised at the time of hire of the benefits for which they are eligible or may become eligible at the completion of the Provisional Period. Team members will be notified of additional benefits and their eligibility during the course of employment.

Benefits may include but are not limited to, health care, reduced child care for team members' children, retirement/pension plan contributions, paid leave etc.

Benefits for Full-Time Team members that have completed probationary period include but are not limited to the following (for full details of benefits see each policy details) ...

- Health Care (5.1)
- Dental (5.1)
- Paid Holidays (5.7)
- Paid Time Off (5.2)
- Life Insurance (5.9)
- 401K Retirement (5.8)
- Emergency Closings (4.4)
- Discounted Child Care (5.5)

Beach Babies Child Care does not guarantee any benefits to any team member. Beach Babies Child Care reserves the right to change, cancel and/or deny benefits in its sole discretion to maintain the fiscal soundness of the agency or as other

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agency needs arise.

Beach Babies Child Care will comply with all laws and benefits administrator's requirements for any benefit offered to team members. Team members may be directed to the third-party benefit administrator for specific compliance, eligibility, enrollment, or cancellation for any benefits offered by Beach Babies Child Care.

P.T.O. may be deducted as a form of discipline. See policy 9.5B

#### **POLICY: HEALTHCARE AND DENTAL ELIGIBILITY**

**POLICY NO.: 5.1**

Full-Time Team members, working 30 hours or more per week will be offered Health Care plans made available by Beach Babies Child Care under the ACA (Affordable Care Act).

Full-Time team members working 40 hours or more will be eligible for Beach Babies Child Care to cover 50% of the single Health Care Plan. Team members will be responsible for any dependents added to their health care plan under Beach Babies Child Care.

All Full-Time Team members are eligible for Dental Coverage and will be responsible for 100% of payments.

#### **POLICY: PAID TIME OFF**

**POLICY NO.: 5.2**

Full Time Team members working 40 hours or more may accrue Paid Time Off as outlined below. Team members may not be eligible to use Paid Time Off until they have completed one year of employment. Team members will be entitled to their annual PTO days on their day of their anniversary date with Beach Babies Child Care.

You may check with the Administrator of the center for Paid Time Off Hours you have accrued. Full time team members begin accruing Paid Time Off After working one year. The Administrator or Owners may approve the advancement of Paid Time Off after or before the one-year anniversary. If team member resigns or is discharged any time owed back will be deducted from final paycheck.

- Accrued over a 52 Week period once you are employed for one year.

P.T.O. may be deducted as a form of discipline. See policy 9.5B

Written requests for Paid Time Off are to be submitted to Administrator at least seven (7) working days in advance of requested time off. If requests are not received, you will not be paid. Verbal requests are not acceptable.

Beach Babies Child Care has the right to deny a team member's Paid Time Off request for any reason including but not limited to other team members have requested time off at the same time, team member's performance is not satisfactory, and time off would disrupt classroom continuity, black out days, special agency events or activities which would necessitate team members' presence. Team members are discouraged scheduling activities for Paid Time Off until they have received approval.

Team members will be disciplined, up to and including termination for absences, which occur during the same time period as Paid Time Off request which was denied.

Team members may use Paid Time Off to cover absences, which arise without notice, such as time off for illness. Team members are required to notify their supervisor at least 2 hours prior to the start of their scheduled shift of their absence, see Policy 4.1. Team members who are absent for two (2) or more days without prior approval must present medical

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certification prior to their return to work.

From the information provided by the team member or the physician, the team member may be entitled to leave under the Family and Medical Leave (FMLA) Policy. The Beach Babies Child Care complies with the Family and Medical Leave Act and recognizes that team members are entitled to leave of absence under certain conditions (Refer to Family and Medical Leave Act Policy No.: 6.1). If an absence meets the definition of a “serious medical condition” as per the FMLA Policy, the team member will be required to complete FMLA Policy documentation, and the absence may count as both ANNUAL/PTO LEAVE and FMLA LEAVE.

Annual Paid Time Off Allotment:

- 8 days (64 hours) Paid Time Off Days after 1 year
- 13 days (104 hours) Paid Time Off Days after 3 years
- 18 days (144 hours) Paid Time Off Days after 5 years

Accrued Annual/PTO leave can be carried forward each year. Team members may carry over any amount of unused PTO hours but may not have more than 36 PTO days (288 hours) stored at the time of their next renewal. (Example.: A team member currently has 30 days (240 hours) in their PTO storage, at their annual review they are given 18 days (144 hours) per the handbook. They then use 10 days (80 hours) of the PTO that was just given to them at their annual review. At their next annual review, they may only carry over/store 6 days (48 hours) of those remaining 8 days (64 hours) that they were given the previous review. The remaining 2 days (16 hours) will disappear). Unused Accrued Annual/PTO Leave may be paid out upon separation of employment should certain criteria be met.

Annual/PTO leave will not accrue to a team member during any period during which the team member is on unpaid leave.

**POLICY: TREATMENT OF UNUSED PTO UPON SEPARATION OF EMPLOYMENT POLICY NO.: 5.2A**

Team members, who at the time of separation from employment, have unused paid leave time may be paid out their unused paid leave time should ALL of the following criteria be met:

1. The team member provides appropriate written notice of resignation as per applicable policies.
2. The team member is not absent or late for any reason during the notice period.
3. The team member participates constructively in the training of their replacement as requested by their supervisors.
4. The team member does not violate any other agency policy during the notice period.
5. The team member returns all agency property prior to their last day of employment.
6. The team member participates as requested in an exit interview prior to their last day of employment.
7. Team members who fail to return from a paid leave will be considered to have abandoned their position as of the start date of the leave and will forfeit any payment of paid time off. Paid Time Off cannot be used for the resignation notice period.

Terminated team members, team members who are determined to have abandoned their position or who resign without giving the proper written notice of resignation will NOT be paid out any unused accrued paid leave.

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### **POLICY: SICK**

### **POLICY NO.: 5.3**

Absences that are due to illness must be reported as soon as team member is aware they will be unable to report to work or at least 2 hours prior to the start of your scheduled work shift. If the team member is going to be out more than one day, she or he is required to call every day. The team member's failure to report her or his absence could result in termination. Excessive absence, even though reported, may result in disciplinary action up to and including termination.

A team member may use accrued Paid Time Off if eligible.

A team member out on sick leave for more than (3) consecutive working days may be required to submit to her or his supervisor a written statement from a physician indicating detailed status/condition of illness and/or ability to return to work. Team member must disclose medical certification to Administrator. If proper medical documentation is not submitted team member will not be eligible for Paid Time Off.

If a team member calls out during "Blocked Off" days a doctor's note may be required.

From the information provided by the team member or the physician, the Family and Medical Leave Policy may need to be considered. Beach Babies Child Care complies with the Family and Medical Leave Act and recognizes that team members are entitled to leave of absence under certain conditions.

Paid Time Off will not accrue to a team member during any period during which the team member is on an unpaid leave.

### **POLICY: VACATION**

### **POLICY NO.: 5.4**

Scheduling of vacation time requires prior approval from Administrator. Requests for vacation time are to be submitted to the Administrator at least (7) working days in advance of the first day of the requested time off. A change to approved vacation time requires prior approval of Administrator.

Beach Babies Child Care has the right to deny a team member's Vacation request for any reason including but not limited to other team members have requested the same vacation time, team member's performance is not satisfactory, and time off would disrupt corrective action efforts, special agency events or activities which would necessitate team member's presence. Team members are discouraged from paying for or scheduling vacations until they have received approval.

Team members will be disciplined, up to and including termination for absences, which occur during the same time period as a Vacation Leave request, which was denied.

### **POLICY: CARE OF TEAM MEMBER'S CHILDREN**

### **POLICY NO.: 5.5**

Beach Babies Child Care allows team members to enroll their children in the program. Under most circumstances, and team member who has a child enrolled in the center where she or he is employed will be prohibited from providing direct care to her or his child unless approved.

Beach Babies Child Care will attempt to provide reduced child care services to team members' children as the budget may allow. Team members seeking to enroll their child(ren) in the program must discuss placement and possible tuition benefits with the Administrator. Beach Babies Child Care reserves the right to limit the number of team member's children receiving free/reduced child care at the center at any time. Beach Babies Owners may allow for further child care discounts on a case by case basis.



After a probationary period, Full-time team members (working 40 hours per week) and Administrators will be eligible for the child care benefits outlined below.

- Administrators receive 100% of the child care costs for the oldest two (2) children. 50% for any subsequent children.
- Full-Time team members (working 40 hours per week) will receive 50% of the child care costs (excluding infant) for the first and oldest child and 25% of the child care costs for the second child. Any subsequent children will be at full tuition.
- The childcare benefit is for children of the team member only, provided the team member is the guardian or has sole or joint custody of the child.
- The childcare benefit is offered on a “space available” basis. Existing enrolled children will not be expelled to make room for team members children.
- Childcare benefit is only applicable when team member is working at Beach Babies Child Care.
- If the team member calls in sick, their child may not attend the center that day unless full tuition is paid.
- All team members must have prior approval from the Administrator or Owner to have their children at the center when team member is not working at Beach Babies Child Care.
- Team members will drop off their child before clocking-in for work
- Team members will clock-out at the end of their shift before picking up their children.
- Team members must follow all procedures and policies as per the Beach Babies Child Care Parent Handbook
- For team members eligible for the 50% benefit who are also participating in POC, an approval letter must be on file at the center for any reduced copay subsidy rate to be applied.
- Team member will pay 50% until approval letter from POC has been received by the Administrator. Any credit will be refunded to the team member.
- Copay must be paid in full, there is no 50% benefit applied since the copay typically is at a reduced rate.
- If subsidy copay is greater than 50% benefit, the team member may elect to continue to pay 50%.

Team Members are required to complete all enrollment documentation including a contract for service/fee agreement. Team members who fail to pay tuition according to the Fee Agreement established upon enrollment will have their child care services terminated/suspended. In addition, team members will be subject to disciplinary action up to and including termination for failure to pay tuition according to the Fee Agreement established upon enrollment.

Payment for the team members child care services will be deducted directly from the team members paycheck post tax. Team members will be required to complete a form authorizing Beach Babies Child Care to deduct the cost of the child care from their paycheck.

Beach Babies Child Care further reserves the right to dis-enroll a team member’s child(ren) if the team member’s performance is affected by having their child(ren) at the center. Team members must remember they are employed to perform a specific job description and must not allow themselves to be distracted by having their child(ren) enrolled in the program. The team member must not interfere with the supervision or authority of their child(ren)’s classroom teacher.

Beach Babies Child Care may not provide continued care to the children of Terminated Team members. Team members who resign under favorable circumstances and are eligible for consideration for re-hire must discuss the continued enrollment of their child with Administrator/Director. Beach Babies Child Care will determine in its sole discretion whether continued enrollment of a team member who has resigned is permitted on a case by case basis.



Non-enrolled children of team members are prohibited from entering upon agency property except with the prior approval of the Administrator or when the team member's family is invited to participate in agency activities.

## **POLICY: COBRA**

## **POLICY NO.: 5.6**

Under a federal law called the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer an extension of health coverage (called "continuation coverage") to their team members at group rates under certain circumstances when coverage would otherwise end. We at Beach Babies Child Care abide by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called "qualifying events." Below is a list of qualifying events for yourself, your spouse, and your dependent children.

### **Qualifying Events for Yourself:**

- ◆ A reduction in hours worked makes you ineligible for coverage.
- ◆ Termination of employment for reasons other than gross misconduct on your part

### **Qualifying Events for Your Spouse:**

- ◆ Death of team member (yourself).
- ◆ Termination of your employment for reasons other than gross misconduct.
- ◆ A reduction in team member's hours worked.
- ◆ Divorce or legal separation.
- ◆ Team member becomes eligible for Medicare.

### **Qualifying Events for A Dependent Child:**

- ◆ Death of team member-parent.
- ◆ Termination of parent's employment for reasons other than gross misconduct.
- ◆ A reduction in parent's hours worked.
- ◆ Parent's divorce or legal separation.
- ◆ The dependent ceases to be a dependent child under the health plan.

You or a member of your family must inform the Beach Babies Child Care of a divorce, legal separation, or a child losing dependent status within 60 days of the event. Beach Babies Child Care has the responsibility for notifying you or your family of continuation options within 14 days of your death, termination of employment, reduction in hours, or Medicare entitlement.

COBRA requires coverage be continued for a maximum of 18 months if you lose group coverage due to termination of employment or a reduction in hours. A second qualifying event, such as divorce or a dependent child losing dependent status may occur to your dependents while coverage is already being continued. If so, the continued dependents will be eligible for additional months of continued coverage, up to a maximum of 36 months from the date group coverage was first terminated. If group coverage is terminated because of death of the team member, divorce, legal separation, the team member's entitlement to Medicare, or dependent child losing dependent status, coverage may be continued for 36 months.

Your continuation coverage may be cut short for any of the following 3 reasons:

1. Beach Babies Child Care no longer provides group health coverage to any of its team members.
2. The premiums for your continuation coverage are not paid.



3. You become covered under Medicare or another group health plan.

For additional information about continuation coverage, please contact Director of Human Resources or Administrator.

### **POLICY: HOLIDAYS**

**POLICY NO.: 5.7**

Beach Babies Child Care will be closed in observation of the following holidays:

<b>½ Day New Year's Eve</b>	<b>New Year's Day</b>	<b>Good Friday</b>	<b>Memorial Day</b>
<b>July 4<sup>th</sup></b>	<b>Labor Day</b>	<b>Thanksgiving</b>	<b>Day after Thanksgiving</b>

Generally, when one of the above listed holidays fall on a Sunday, it may be observed the following Monday. Likewise, if the holiday falls on a Saturday, it may be observed the preceding Friday.

Full Time team members working 40 hours and who have completed their provisional period will be paid for their regularly scheduled hours for the day on which Beach Babies Child Care is closed for a holiday as Holiday Pay provided that the team member works their regularly scheduled hours the business day before and after the designated holiday. Team members who are not regularly scheduled to work on a holiday will not be paid for the holiday.

Hours paid as Holiday Pay are not considered hours worked and therefore are not counted when determining overtime pay for non-exempt team members.

Paid Holidays – Full-Time Team members who work 40 hours must report to work as scheduled the day before & after to be eligible for holiday pay.

### **POLICY: 401K RETIREMENT**

**POLICY NO.: 5.8**

Beach Babies Child Care team members who are full-time may participate in the Beach Babies Child Care 401K retirement plan. Team members must be with Beach Babies for a least one (1) year and full-time working 40 hours or more. Beach Babies Child Care matches up to 3% of a team members yearly contributions. For more details regarding eligibility, matching contributions, how to sign up, etc. please see your School Administrator.

### **POLICY: LIFE INSURANCE**

**POLICY NO.: 5.9**

Beach Babies Child Care provides life insurance for all team members after they have completed their probationary period. This life insurance policy is for the team member only and is covered 100% by Beach Babies Child Care. For more information regarding your life insurance plan please see your School Administrator.

## **LEAVES OF ABSENCES**

### **POLICY: BEREAVEMENT LEAVE**

**POLICY NO.: 6.0**

When the death of an immediate family member occurs, full time team members will be paid up to one (1) day bereavement leave. Bereavement leave will normally be granted unless there are unusual team member requirements.



Immediate family may be defined as below.

Husband	Mother	Grandmother
Wife	Father	Grandfather
Son	Brother	Grandson
Daughter	Sister	Granddaughter

When the death of a member of a team member's family listed below necessitates her or his absence from work, up to one (1) day's absence may be granted by the Administrator.

Mother-in-Law	Stepparent	Nephew
Father-in-Law	Stepchild	Brother-in-Law
Son-in-Law	Aunt	Sister-in-Law
Daughter-in-Law	Uncle	Niece

Stepparent/stepchild will be entitled to one (1) day if stepchild was primarily raised by the team member, or the team member was primarily raised by the stepparent.

Team members will be eligible for Paid Time Off per the approval of the Administrator.

Team members 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.

## **POLICY: FAMILY AND MEDICAL LEAVE ACT**

## **POLICY NO.: 6.1**

The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act of 1993 (FMLA).

Team members who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For team members not eligible for family and medical leave under this policy, Beach Babies Child Care will review business considerations and the individual circumstances involved. Team members ineligible for FMLA Leave may be eligible for other types of unpaid leave offered under additional policies.

Upon return from Family Medical Leave team members will return to the same or to an equivalent position. Team members designated as "highly compensated team members" (defined as the top 10% wage earners of the agency) are eligible for Family Medical Leave but are not eligible to return to the same or equivalent position at the expiration of FMLA leave.

FMLA Leave will be unpaid leave. Team members must use all of her or his accrued paid sick, vacation, and personal leave in concert with a FMLA Leave. The remainder of the leave will then consist of unpaid leave.

Beach Babies Child Care will designate any qualifying leave event as a FMLA Leave and will require team members to complete the appropriate documentation. Team members do not get to choose if a FMLA Leave event is counted against their FMLA Leave time. If the team member is eligible and if the reason for absence from work is a qualifying event, the absence will be counted against the available FMLA Leave time.



Team members who fail or refuse to provide the appropriate documentation in the time frame requested will face disciplinary action up to and including termination.

#### REASONS FOR LEAVE:

All team members who meet the applicable time of service requirements may be granted a maximum total of 12 weeks of unpaid FMLA Leave and any available paid leave combined (during any 12-month period) for the following reasons:

- (1) The birth of the team member's child and in order to care for the child
- (2) The placement of a child with the team member for adoption or foster care
- (3) To care for a spouse, child, or parent who has a serious health condition
- (4) A serious health condition rendering the team member unable to perform the functions of the job

Team members will be required to use all accrued paid leave time concurrently with FMLA Leave not to exceed a total of 12 weeks in any 12-month period.

The entitlement to leave for a child's birth or for placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

#### APPLICATION FOR LEAVE

In all cases, a team member requesting or being placed on FMLA leave must complete an Application for Family and Medical Leave and return it to Administrator/Director. The completed application must state the reasons for the leave, the duration of the leave, and the starting and ending dates of the leave.

#### NOTICE OF LEAVE

A team member intending to take FMLA Leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, and team member must give notice to Administrator/Director as soon as the necessity for the leave arises.

Where an emergency medical situation arises and 30 days advance notice is not possible, team members will be required to complete the application for leave and provide all applicable documentation under this policy within 15 days of request for emergency use of FMLA Leave. Failure to provide applicable documentation under this policy, including but not limited to treating physician's certification of condition necessitating leave, will have their FMLA request denied and will be considered to have abandoned their position if they do not immediately return to work upon notification.

#### MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the team member or the team member's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the team member is required to care for a spouse, child, or parent, the certification must state that their presence is required to care for the individual, along with an estimate of the amount of time the team member will be needed. If two (2) qualifying family members are employed by Beach Babies Child Care, only one at a time will be granted FMLA Leave to care for a sick child or parent.



If the team member's spouse, child, or parent's death is eminent the team member must provide documentation to that effect and will be granted FMLA Leave to be present with said person. If two (2) qualifying family members are employed by Beach Babies Child Care both team members may be granted FMLA Leave to be present with the dying spouse, child, or parent.

If the team member has a serious health condition, the certification must state that the team member cannot perform the functions of her or his job. A team member may be required to update their medical certification every 30 days to show continued need/eligibility to use FMLA leave.

### BENEFITS COVERAGE DURING LEAVE

During a period of FMLA Leave, a team member will be retained on Beach Babies Child Care health plan under the same conditions that applied before the leave commenced.

A team member is not entitled to the accrual of any employment benefits that would have accrued if not for the taking of leave. A team member who takes FMLA Leave will not lose any employment benefits that had accrued before the date leave began.

### RESTORATION TO EMPLOYMENT

A team member eligible for FMLA Leave (with the exception of those team members designated as "highly compensated team members") will be restored to her or his old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Beach Babies Child Care cannot guarantee that a team member will be returned to her or his original job. A determination as to whether a position is an "equivalent position" will be made by Beach Babies Child Care.

### RETURN FROM LEAVE

A team member must complete a "Notice of Intention to Return from Family or Medical Leave" before she or he can be returned to active status. If a team member wishes to return to work prior to the expiration of all available FMLA Leave time, the team member must notify her or his supervisor at least 5 working days prior to the team member's return.

### FAILURE TO RETURN FROM LEAVE

The failure of a team member to return to work upon the expiration of all available FMLA Leave time will subject the team member to immediate termination unless an extension is granted.

A team member, who requests an extension of FMLA Leave due to the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the team member's spouse, child, or parent, must submit a request for an extension, in writing, to the team member's supervisor.

This written request must be made as soon as the team member realizes that she or he will not be able to return at the expiration of the leave period. Beach Babies Child Care will not grant FMLA Leave in excess of the 12 weeks as required under the FMLA, however, team members may be eligible for Unpaid Leave under other policies.

Please discuss your leave status and available types of leave with Administrator/Director.

## **POLICY: JURY AND WITNESS DUTY**

### Jury Duty:

**POLICY NO.: 6.2**

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When a leave of absence must be taken for jury duty, Beach Babies Child Care will recognize this leave without pay.

Proof of jury duty must be submitted to Administrator by the end of the pay period in which the team member serves.

Team members must notify their immediate supervisor as soon as possible after they receive notice they are called for Jury Duty. A copy of the official request to serve should be provided to Administrator upon notification.

#### Witness Duty:

When a leave of absence must be taken to answer a subpoena in court, Beach Babies Child Care will recognize this leave without pay. If a team member is called as a witness involving a family or child enrolled at Beach Babies Child Care, the leave time will be paid. Proof of the subpoena must be submitted to Administrator as soon as possible following service upon the team member.

#### **POLICY: LEAVE WITHOUT PAY**

#### **POLICY NO.: 6.3**

Work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Team member absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, team members will not be granted leave beyond their accrued vacation, sick, and personal leave [OR AS REQUIRED UNDER THE FMLA POLICY 6.1] as a standard practice. Emergency circumstances will be considered on a case by case basis.

Leave without pay will only be granted in extenuating circumstances. Leave without pay must be approved in advance of the requested start date of the leave by your immediate supervisor. Requests must be submitted in writing. Team members will receive notice of the approval/denial for leave of absence in writing.

Leave without pay which has not been approved by your supervisor will be considered a voluntary termination.

#### **POLICY: MILITARY SERVICE LEAVE**

#### **POLICY NO.: 6.4**

In accordance with the Uniformed Services Employment and Re-Employment Right Act (USERRA), Beach Babies Child Care will not discriminate against any person in any employment action based upon military service, application for military service and/or other military obligation.

Team members requiring leave under this policy must notify Beach Babies Child Care immediately upon receiving military orders that a Military Service Leave will be needed.

Team members returning from Military Service Leave must report for duty within 7 days of discharge. Team member returning from Military Service Leave will be returned to their former or comparable position. The returning team members' status, pay and benefits will be the same upon return as they would have been had the team member not been called to active duty.

If qualifications for the former position have changed during the Military Service Leave, Beach Babies Child Care will make a reasonable attempt at re-training the returning team member so they may become qualified for the position.

Under Military Service Leave, and team member may at the team members' discretion, use any/all available paid leave time in conjunction with the Military Service Leave.



If a team member is dishonorably discharged from military service, they are no longer protected under USERRA and any and all rights guaranteed there under are forfeited.

## **PERFORMANCE, DISCIPLINE, TERMINATION & CODES OF CONDUCT POLICIES**

### **POLICY: CONFLICT RESOLUTION**

### **POLICY NO.: 7.0**

The following procedures have been established to ensure that all parties to any conflict receive fair and equal hearing by those responsible for resolving conflicts.

1. The team member/petitioner must submit a written statement to her or his supervisor within 5 working days of the team member's knowledge of the event, which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within 3 working days following receipt of the statement and issue a decision.
3. If the team member/petitioner is not satisfied, or if, indeed the conflict is with the supervisor, the team member/petitioner may appeal the supervisor's decision within 3 working days to Beach Babies Child Care Administrator.
4. Beach Babies Child Care Administrator shall attempt to resolve the conflict within 3 working days of receipt of the statement. Beach Babies Child Care Administrator must issue a written decision and provide a copy of the decision to the petitioner/team member.

### **POLICY: PERFORMANCE APPRAISAL**

### **POLICY NO.: 8.0**

The Performance Appraisal should be a positive growth experience for the team member and supervisor. Performance Appraisals will be used to evaluate the entire period of employment since the team member's last appraisal.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All team members will be given an opportunity at orientation to discuss their job descriptions to ensure that each team member understands her or his responsibilities and tasks. All team members will be given a copy of the Performance Appraisal form at this time.

Performance Appraisals will be used as a foundation to establish goals for the team member. Team members will be encouraged to develop short and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will monitor the team member's progress toward attaining the goals by scheduling performance review meetings with the team member from time to time between formal Performance Appraisals.

Supervisors will also present to team members the goals of the agency and their role in the successful attainment of these goals. Supervisors will keep team members informed of the agency's progress and any changes in the agency goals.

Supervisors will also solicit input from other team members who work closely with the team member being appraised.

Team members will be asked to complete a Survey prior to the Performance Appraisal meeting, which will include information about the job, working conditions, and goals. The Survey will be discussed during the Performance Appraisal meeting.



Performance Appraisals will be conducted for Provisional Team members at least once prior to the end of the Provisional Period using the Agency's Provisional Team member Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted at least annually for each team member at their approximate anniversary date.

Before the Performance Appraisal is presented to the team member, it will be reviewed and approved by the evaluating supervisor's superior.

Team members must acknowledge receipt of the Performance Appraisal by signing the instrument indicating that they have received a copy.

When a team member refuses to sign acknowledging receipt of the Performance Appraisal, another team member will witness the refusal by signing a statement verifying the team member's refusal to sign the Appraisal form.

Any team member who refuses to sign acknowledging receipt of the Performance Appraisal will be subject to disciplinary action up to and including termination.

Performance Appraisals will be forwarded to Administrator for review. All team members will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the team member's personnel record.

#### **POLICY: TEAM MEMBER CODE OF CONDUCT**

#### **POLICY NO.: 9.0**

Beach Babies Child Care and the Administrator believe that the purpose of the Team member Conduct Policy is to improve team member performance and customer service. As such, the Policy shall serve as a guide for supervisors and team members and shall be used to correct team member behavior and performance that does not meet standards.

As the basic standard of fairness in the Agency, team members are to be informed of the types of behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide. Corrective actions result from failure to abide by the standards. It is the policy of the Beach Babies Child Care that the standards of conduct for team members be equitably enforced.

Each team member is expected to conduct her/himself in a manner befitting her or his status as a team member of Beach Babies Child Care. She or he shall refrain from actions or public announcements, which reflect adversely upon the Agency. Team members shall exercise prudence and discretion in regard to all official business of the Agency. This includes talking to supervisors and co-workers in a respectful manner and refraining from "gossip" or negative conversations with parents or team member.

#### **POLICY: BUSINESS ETHICS AND CONDUCT**

#### **POLICY NO.: 9.1**

The successful business operation and reputation of Beach Babies Child Care is built upon the principles of fair dealing and ethical conduct of our team members. 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.

The continued success of Beach Babies Child Care is dependent upon our clients' trust, and we are dedicated to



preserving that trust. Team members owe a duty to Beach Babies Child Care, and its clients, to act in a way that will merit their continued trust and confidence.

Beach Babies Child Care will comply with all applicable laws and regulations and expects its directors, officers, and team members to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide team members with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the team member should discuss the matter with his or her immediate supervisor, and if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of Business Ethics and Conduct is the responsibility of every Beach Babies Child Care team member. Disregarding or failing to meet this standard of business ethics and conduct will result in disciplinary action up to and including termination.

## **POLICY: CONFIDENTIALITY**

## **POLICY NO.: 9.2**

This Confidentiality Policy has been adopted to ensure confidentiality and protection of individual rights of privacy for children, families, and team members of Beach Babies Child Care. The individual dignity of children, families, and team members shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or team members must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

A team member's responsibility to maintain confidentiality regarding information learned about, children, their parents/guardians, families, and other team members extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Team members must be diligent in their efforts to maintain confidentiality and should be aware that there are job related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual team member and the agency.

### **Confidentiality of Children's and Families' Information:**

- a. All children's records must be locked in a secure file.
- b. Access to children's records is limited to team members with a "need to know".
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families' private information must never be discussed among team members except on the "need to know" basis. Team members must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or team members do not overhear information, that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- g. Information and documents considered 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.
- h. All requests for release of information shall be directed to Administrator.
- i. Information will only be released to persons outside of Beach Babies Child Care with the express written consent

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of the child's parent or legal guardian.

### **Confidentiality of Team member's Information**

- a. All team member records must be locked in a secure file.
- b. Access to a team member's records is limited to appropriate supervisory team members.
- c. A Team member's records must not be removed from the center.
- d. A Team member's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. A Team member's private information must never be discussed among team members except on a "need to know" basis. Team members must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or team members do not overhear information, that is confidential.
- f. Discussion of a team member's information with volunteers, families, friends, or community members is prohibited.
- g. 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 team member.
- h. All requests for release of information to persons outside of Beach Babies Child Care shall be directed to Administrator.
- i. Information will only be released to persons outside Beach Babies Child Care with the express written consent of the team member.

### **Confidentiality Related to Proprietary Information**

Beach Babies Child Care has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything, which the company designs, produces, implements, and markets is treated as proprietary information, also called trade secrets. This includes, but shall not be limited to, the agency's client list, team member list, curriculum, philosophy, mission statement, personnel policies, and parent handbook.

No team member should discuss proprietary information with other team members in any public place where it is possible, they could be over heard. Team members must understand that it is not only their duty to protect Beach Babies Child Care proprietary information during their term of employment, but the legal obligation continues even after separation from employment. Team members are required to return any and all documentation that contains proprietary information at the time of separation. Beach Babies Child Care is ready and willing to enforce this obligation through all available legal remedies, as necessary.

### **Violation of Confidentiality Policy**

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



## POLICY: CONFLICT OF INTEREST

## POLICY NO.: 9.3

A conflict of interest is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of Beach Babies Child Care. It is the policy of Beach Babies Child Care that all directors, officers, Policy Council members, contractors/consultants, and team members will avoid personal transactions or situations in which their personal interest will or appears to conflict with those of Beach Babies Child Care. For the purpose of this policy a member of an immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Stepchild	Grandmother
Brother	Stepparent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the team member's immediate household

A conflict of interest occurs whenever a team member permits the prospect of direct or indirect personal gain to influence her or his judgment or action when acting on behalf of Beach Babies Child Care. The following examples are representative but not inclusive of potential conflicts of interest:

- No team member shall do business with a member of her or his immediate family on behalf of Beach Babies Child Care, unless the circumstances of the proposed relationship have been clearly reviewed by the Owner's and has been deemed to have no potential or inherent conflict of interest qualities.
- All team members must deal with suppliers, contractors, clients, children, and all other persons doing business with Beach Babies Child Care in the best interest of Beach Babies Child Care without favor or preference based on personal consideration.
- No team member shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for any reason other than agency purposes.
- No team member shall deal with Beach Babies Child Care or with one of Beach Babies Child Care clients or suppliers as a representative of another firm or for her or his own account.
- No team member shall participate in the selection, award, or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.
- No team member shall solicit, accept, or offer gratuities, favors, or anything of monetary value from other team members, persons receiving benefits or services, from contractors or potential contractors, for personal gain or inherent conflict of interest.

A team member shall not serve on the board or a committee of Beach Babies Child Care if that board or committee has authority to order personnel action.



## **POLICY: DISCIPLINARY PROCEDURE**

**POLICY NO.: 9.4**

Beach Babies Child Care uses progressive discipline as a way to correct a team member's job performance. This is not a contractual obligation because Beach Babies Child Care team members are "at-will" which means a team member can be terminated at the will of Beach Babies Child Care. The following are steps which may be taken using progressive discipline.

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

- If a team member's job performance is not meeting Beach Babies Child Care standards outlined in this personnel manual, they will be verbally informed and reminded of possible disciplinary actions if performance does not improve. Suggestions on ways to improve may be discussed. Verbal warnings may be given for violations of Beach Babies Child Care policies including but not limited to tardiness, failure to follow procedures, etc.
- Verbal warnings will be discussed, documented, signed by the team member, and issued by Administrator, and placed in the team member's team member file.

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

- See Policy 9.4B

### **STEP 3: Termination**

- See Policy 9.8

## **POLICY: WRITTEN WARNING**

**POLICY NO.: 9.4A**

Team members may be given a written warning for violations of agency policies and procedures. 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, which will outline the necessary action to correct the deficiency (ies) and a time table under which the corrective action must occur.

Team members are required to sign for receipt of a written warning. Signature of receipt does not indicate that the team member agrees with the written warning, it simply indicates that they have received a copy of the document. 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 sent to the Owners.

## **POLICY: PROBATION**

**POLICY NO.: 9.5**

In conjunction with any other form of disciplinary action, the Administrator/Director may place any team member on a probationary status. Typically, the probationary status will last as long as the proscribed corrective action plan but may be for any period of time deemed appropriate by Administrator/Director for up to 6 months. Probationary status and length of probation will be included on the Corrective Action Plan.

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While on Probation and team member is not permitted to use any accrued Paid Time Off.: [except as required under FMLA Policy 6.9 for qualifying FMLA related absences]. Team member may also not be eligible for other benefits while on probation including but not limited to holiday pay, & discounted child care.

Any violation of agency policy while on Probation will result in immediate termination. Probation is a form of last chance agreement between Beach Babies Child Care and the subject team member. By placing a team member in a probationary status, Beach Babies Child Care is indicating that the team member's workplace conducts and/or job performance is far below acceptable standards, but that Beach Babies Child Care wants to give the subject team member one final chance to meet the expectations of the position description and policies set forth in this manual, licensing regulations and all applicable accreditation standards.

### **POLICY: LOSS OF ACCRUED PTO**

### **POLICY NO.: 9.5A**

At the discretion of Administrator/Director, as a form of disciplinary/corrective action, team members may have time deducted/forfeited from their accrued paid time off. The deducted/forfeited time will not be available for the team member to use for any approved paid time off.

If a team member has submitted and had a paid leave request approved and then has time deducted/forfeited from their paid time off as a disciplinary/corrective action prior to taking the approved leave, they will only be paid for the remaining balance of paid time off for the approved leave. For example, on April 1<sup>st</sup> a team member submits a paid leave request for 40 hours of time off from April 25<sup>th</sup> to 30<sup>th</sup> and the employer approves the request. The team member has 42 hours of paid time off available. However, on April 12<sup>th</sup> the team member is 35 minutes late for work and is disciplined with a deduction/forfeiture of 4 hours from their paid time off leaving them with only 38 hours of paid time off. The approved leave request will only be paid up to the maximum available paid time off; in this example 38 hours.

This form of disciplinary/corrective action may be used in conjunction with any other disciplinary action included herein.

Examples of instances whereby a team member may have time deducted/forfeited from their accrued paid time off may include but are not limited to:

1. For every portion of 10 minutes and team member reports late for duty the employer may deduct 1 hour of accrued paid time off from a team member's leave account.
2. For any day in which the team member fails to report for duty without calling out according to POLICY 4.0, the team member will not be paid for the day and will have up to the number of hours for which they were scheduled to work deducted/forfeited from the team member's leave account.
3. Any circumstance under which the supervisor deems it appropriate to enforce any other disciplinary action with a deduction/forfeiture of paid time off.

The team member will be informed in writing at the time of the Disciplinary Action that the consequence of deducting/forfeiting paid time off will be applied. The team member will be informed of the number of hours that will be deducted/forfeited from their paid time off and their remaining, available paid time off hours after the deduction/forfeiture is applied.

If a team member is not eligible for paid time off, this policy cannot be applied. If a team member has used all available paid time off but will accrue additional paid time off in the future, the employer may inform the team member that the deduction/forfeiture will be applied once the paid time off is accrued at some future date.



#### **POLICY: INVESTIGATORY SUSPENSION**

**POLICY NO.: 9.6**

The Administrator may suspend a team member for Investigatory purposes. The Investigatory Suspension can be with or without pay as determined by the Owners and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action, including termination.

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

1. Charges of driving while intoxicated.
2. Report of child abuse or neglect.
3. Accusations of theft.
4. Violation of Substance Abuse Policy.
5. Other similar situations.

Team members are required to sign for receipt of an Investigatory Suspension. Signature of receipt does not indicate that the team member agrees with the Investigatory Suspension, it simply indicates that they have received a copy of the document. Failure or refusal to sign the Investigatory Suspension will be considered insubordination and will result in disciplinary action up to and including termination.

#### **POLICY: SUSPENSION**

**POLICY NO.: 9.7**

Suspension of a team member may occur at the discretion of the team member's immediate supervisor for infractions of these personnel policies, licensing regulations and/or other applicable standards. Suspension of a team member will not require prior verbal or written disciplinary action. The suspension notice will contain a corrective action plan, which will outline the necessary action to correct the deficiency(is) and a timetable under which the corrective action must occur.

Suspension will be without pay.

The team member will be notified in writing of the policy violations and the length of the suspension, and any corrective action required upon return to work. Team members are required to sign for receipt of the suspension notice and indicate that they will complete the corrective action. Signature of the receipt does not indicate that the team member agrees with the Suspension nor is it a confession of guilt or admission of fault, it simply indicates that they have received a copy of the documentation and understand the corrective action they are required to complete. Failure or refusal to sign the Suspension notice will be considered insubordination and will result in further disciplinary action up to and including termination.

When circumstances permit, a team member will be suspended upon receipt of the written notification. However, a team member may be suspended verbally if immediate suspension is in the best interest of Beach Babies Child Care. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be taken by the immediate supervisor followed immediately by written approval of the School Administrator.

#### **POLICY: TERMINATION**

**POLICY NO.: 9.8**

Termination shall not require prior verbal or written disciplinary action. Beach Babies Child Care 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 team member's but is not inclusive of the reasons or causes of termination from employment.

Termination is an action approved by Administrator. 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 Agency funds, equipment, or property
- ◆ Absence from work without notification and/or approval as per related policies
- ◆ Not being "Regular in Attendance"
- ◆ Excessive absence or tardiness
- ◆ Discourteous treatment of the public, clients, co-workers
- ◆ Inappropriate behavior
- ◆ Non-performance of duties resulting in injury to the Agency, children, families, sub-contractors, vendors, or team members.
- ◆ Being abusive or neglectful to children, parents, or team members
- ◆ Violation of the Substance Abuse Control Policy
- ◆ Failure to submit required documentation within mandated time frame
- ◆ Neglect of duty or refusal to comply with directives of supervisor
- ◆ 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 warnings for any violations during any 12-month period; the date of the third warning will be the team member's last day of employment
- ◆ Failure to return to work following a leave of absence
- ◆ Failure to meet deadlines as presented by supervisor
- ◆ Failure to maintain compliance with child care licensing regulations and/or other applicable federal, state, or local statutes or Professional Development Organization Standards.

## **POLICY: ABANDONMENT OF POSITION**

## **POLICY NO.: 9.9**

Team members will be considered to have abandoned their position, and have permanently separated themselves from employment, for reason such as:

- 1 Walking off the job without permission from your supervisor prior to the end of your assigned work period.
- 2 Leaving work prior to the arrival of any arranged coverage/substitute when a partial day leave is requested. If the arranged coverage/substitute does not show, you cannot leave until other coverage is arranged or an onsite



supervisor indicates that you may leave without coverage after confirming that ratios can still be met.

- 3 Not reporting for work as assigned and/or not following the notice procedure according to Policy No.2.5 to notify your supervisor of your absence.
- 4 Failing to return from any type of approved Leave of Absence according to the Leave Request/Approval
- 5 Failing to request and have granted an extension to an approved Leave of Absence in advance of the original expiration date of the Leave Request/Approval

Team members who abandon their position will be ineligible for rehire.

Team members who fail to return from paid leave as scheduled will not be paid for the paid leave and will forfeit all accumulated paid time off.

Team members who abandon her/his position are not eligible to be compensated for any accumulated leave.

Beach Babies Child Care will send a notice of Abandonment of Position to the team member via email or certified mail along with their final paycheck for any days/hours worked up to the date of abandonment.

## **GENERAL POLICIES**

### **POLICY: E-MAIL/INTERNET & TEXT MESSAGING**

**POLICY NO.: 10.0**

#### **INTERNET:**

Beach Babies Child Care provides internet access in the workplace for team member and child use.

Team members are required to closely supervise any child accessing the internet. Children are only permitted access to approved websites or apps which relate directly to approved curricula activities and goals as part of designed lesson plans.

Team members are encouraged to use the internet to research topics, plan activities and lessons and expand their knowledge base as it relates to the program curriculum. Team members are prohibited from accessing the internet for any recreational, personal, or non-business related purpose during work hours or at any time on any agency issued device.

#### **EMAIL & TEXT MESSAGING:**

When communicating with clients through email or text message, Team members are required to communicate only through provided agency issued email addresses and or cell phones.

When using email, team members are required to copy [position and email address] on all communications.

Communicating through text is prohibited unless otherwise directed by the administrator, however if communicating through text team members are required to include (position & phone number) on all messages.

All communications should use proper grammar and standard spelling. All communications should be signed with the team member's full name and position. Team members are not permitted to use emojis, text, shorthand/abbreviations or codes when communicating with clients. All communications are to be professional, informational, and purposeful.

Text messaging is to be used as the last possible means of communication, as a proper phone call is the most appropriate means of reaching out to a client. However, Beach Babies Child Care recognizes that some parents, due to the nature of

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their work environment, may prefer to receive a Text Message asking them to contact the program immediately so they can excuse themselves from a meeting or other situation.

Team members are prohibited from using their personal cell phone and/or email address to communicate with any client of Beach Babies Child Care. Any team member giving out their personal cell phone number or email address to any client or taking the cell phone numbers and or email addresses of any client for use outside of their work responsibilities will be subject to disciplinary action up to and including termination.

Should a team member access their personal email account on any agency issued device (computer, iPad, tablet, or cell phone) Beach Babies Child Care may then have the right to access and search the team member's personal email account through the agency issued device.

Violation of this policy will result in disciplinary action up to and including termination.

## **POLICY: SOCIAL NETWORKING**

## **POLICY NO.: 10.1**

At Beach Babies Child Care, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all team members who work for the Company.

### Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or team members of the Company.

### Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Team members are strictly prohibited from posting any confidential information obtained during the course of performing their duties from any child and/or team member file on their personal social networking site. Confidential Information is defined in the Confidentiality Policy Number 9.2.



Team members are strictly prohibited from including photographs of currently enrolled children and/or the families served by Beach Babies Child Care on any internet website and/or blog including but not limited to websites like Instagram, Twitter, and Facebook.

#### Use of Social Media at Work

Team members are strictly prohibited from accessing and/or updating any personal social networking site during working hours, including during any paid or unpaid break periods. Social Networking posts and updates during working hours are a reflection on your professionalism. Persons reading your posts will make negative assumptions about your professionalism and attentiveness to the children. This will ultimately reflect poorly on the agency and therefore is not permitted.

Further, any conduct on any social networking site that conflicts with or detracts from the team member's professional reputation or interferes with their ability to perform the functions of their position, as outlined in the job description will result in disciplinary action up to and including termination.

#### Media Contacts

If you are not authorized to speak on behalf of Beach Babies Child Care, do not speak to the media on behalf of the Company. Direct all media inquiries for official Beach Babies Child Care responses to the Owners.

Any violation of this policy will result in disciplinary action up to and including termination. Further, Beach Babies Child Care will pursue all legal remedies available for actions in violation of this policy.

#### **POLICY: MAIL/TELEPHONE/CELL PHONE**

#### **POLICY NO.: 10.2**

Team members are not permitted to make outgoing personal telephone calls during work hours unless authorized to do so by the Administrator.

Team members are not permitted to receive personal telephone calls during work hours except in the case of emergency.

Cell phone use is strictly prohibited including but not limited to smart watches. This includes texting. Phones will be confiscated if a team member is using cell phones and disciplinary action up to and including termination.

The Beach Babies Child Care mail and telephone facilities are intended for Beach Babies Child Care business and are not intended for personal use. Personal telephone calls should be made only in emergencies or during your break time.

At no time should a team member send or receive personal mail, packages at their work site. Any and all mail, packages delivered to Beach Babies Child Care are subject to inspection by Director and/or Owner prior to distribution to the team member. Team members should not have mail of any personal or confidential nature sent to them at work. In special circumstances, when discussed in advance with the Director, and team member may have items sent to the work site, when no other option for delivery is available.

Team members may not use personal cell phones for calling, searching the internet, checking the time/weather or other app feature, text messaging, and/or any other purpose during work hours. Personal Cell phones may be used during break time. Phones must be turned off and stored in your car or bag while team member is present with children. Team members with a personal cell phone or other device (including but not limited to smart watches) on their person while counted in ratio will be considered in violation of this policy and will be subject to disciplinary action up to and including termination. Use of a personal cell phone or other device while responsible for supervising children will be considered a



lack of supervision and appropriate disciplinary action will be taken. You cannot supervise the children and use your cell phone at the same time...so don't do it!

Beach Babies Child Care may issue certain team members a business cell phone. Team members are prohibited from using any agency issued cell phone for personal reasons. Any team member using a business cell phone for personal reasons will be subject to disciplinary action up to and including termination.

Every time you make or receive a business telephone call, you are representing not only yourself, as a professional, but Beach Babies Child Care. Good telephone manners are required and include the following:

- ◆ Answer promptly and courteously.
- ◆ Identify yourself and your position.
- ◆ Keep your conversation business-like and brief, avoiding prolonged chats.
- ◆ Transfer incoming calls to the appropriate party courteously and quickly.
- ◆ Have someone take your calls when you are away from your desk.
- ◆ Take messages accurately and relay them to the person as soon as possible.
- ◆ Answer questions thoroughly to ensure that the caller has received the information requested.
- ◆ Be available to respond to clients' calls to ensure good client service and to minimize the cost of return calls.
- ◆ Close your conversation with a pleasant "Good-bye."

Be effective but efficient, keeping in mind that the use of our telephones is very important to our client service but is also an expensive overhead item

#### **POLICY: COMPUTERS/IPADS & TABLETS**

#### **POLICY NO.: 10.3**

Through various grants and quality improvement programs, Beach Babies Child Care has purchased computers, iPads, and tablets which are available for classroom use. These devices are to be used only for proscribed business/educational related purposes. Team members are prohibited from using any of these devices for personal reasons. Team members are only permitted to use the devices as it relates to the appropriate performance of their job duties, which may include lesson planning, curriculum topic research, program enrichment, child development and special needs research, social, educational, and community services research and other functions related to their listed job functions.

Children may only use computers, iPads, tablets, and other such devices under the direct and constant supervision of a team member. These devices are to be used for educational enrichment and not entertainment nor for the purpose of simply occupying the child(ren). All use of these devices by children must be in conjunction with appropriate curriculum goals and lesson plans which must identify the skill set and learning objective(s) which relate to their use.

Children under the age of 2 are not permitted to use any screens (iPad, tablet, computer, or phone) for any reason.

Screen time for children over 2 should be limited to no more than 60 minutes per day.

Team members may be held responsible for any damage received to Computers, iPad, or Tablets.

#### **POLICY: PHOTOGRAPHS**

#### **POLICY NO.: 10.3A**

Team members are strictly prohibited from taking pictures of the children, activities or events sponsored by Beach Babies Child Care or the team members on any personal camera device.



Pictures of the children, their families and/or the team members may be taken by team members using Beach Babies Child Care issued camera devices. The photographs taken and any and all digital files containing photographs may only be used as directed by Beach Babies Child Care. Team members are prohibited from using any photograph or digital file containing photographs for any personal use.

As part of the enrollment process Beach Babies Child Care requests permission from parents to take photographs of children engaged in program activities. Some parents, for various reasons, withhold permission to photograph their child(ren). Team members will be provided with the names of children in their care who may not be photographed. Children in foster placements and other situations where a court order is in place for the safety of the child and/or family may not be photographed. Team members will be made aware of these situations as well. When taking pictures of the children engaged in activities it is imperative that the children for whom we do not have permission to photograph are kept out of frame. These children should not be isolated or segregated in any way that obviously excludes them from participation in the activity with other children. Team members should not “announce” for the child to “move aside” or “wait over here” while taking a class picture. The child should have no idea that they are or are not being photographed. Team members should be considerate and take the opportunity to photograph a group or use an angle that does not remove the child from the activity but excludes them from the picture.

Before any photograph is used in any building/classroom display, newsletter, email, group messaging app or for agency publicity, the photograph must be reviewed by a supervisor to ensure that the photograph is appropriate, that all children in the photograph have permission to be photographed and used in the manner the team member wishes to use the photograph and the photograph reflects the mission, purpose, and vision of Beach Babies Child Care.

Violation of this policy will result in disciplinary action up to and including termination.

#### **POLICY: AUDIO AND/OR VIDEO RECORDING**

#### **POLICY NO.: 10.3B**

Team members are strictly prohibited from taking audio and/or video recordings of the children, activities or events sponsored by Beach Babies Child Care or the team members on any personal audio or video recording device.

Audio and/or video recording of the children, their families and/or the team members may be taken by team members using Beach Babies Child Care issued devices and only in conjunction with a Beach Babies Child Care sponsored event, assessment, or parent communication app/platform. The audio and video recordings and any and all digital files containing audio and/or video recordings may only be used as directed by Beach Babies Child Care. Team members are prohibited from using any audio and/or video recording or digital file containing audio and/or video recordings for any personal use.

Beach Babies Child Care has an internal video surveillance system which can record up to five (5) days of footage. These recordings are the sole property of Beach Babies Child Care and can be used for training and supervisory purposes and as part of evaluation and disciplinary processes during the employment relationship. Team members are prohibited from accessing stored recording files without requesting permission from Administrator in writing. Team members are prohibited from granting parents or guardians access to the recording without permission from Administrator due to the confidentiality of other children and families that may be seen within recording. Administrator will make the decision after consulting with legal counsel, to allow parents or guardians to view any recording.



Licensing Inspectors and Investigators from Child Protective Services agencies are permitted access to recordings as part of their investigatory processes, however, any request from an inspector from either agency must be referred to Administrator for access to be provided.

Team members are prohibited from recording a replay of stored recordings on any personal device, or agency issued device with the intent to use the recorded replay for personal purposes.

Cameras are located throughout the building in all public spaces indoors and outdoors. Team members are strictly prohibited from blocking, moving, or dismantling any camera installed on the property. Team members are also prohibited from intentionally hiding from camera view when performing job duties throughout the property.

Violation of this policy will result in disciplinary action up to and including termination.

#### **POLICY: TEAM MEMBER'S PERSONAL ITEMS**

#### **POLICY NO.: 10.4**

Beach Babies Child Care is not responsible for a team member's personal items brought to any Beach Babies Child Care facility or to any work-related field trip or training session.

Team members are discouraged from bringing personal items to the workplace. Work space is provided for the team member to successfully complete the requirements of her or his position. It is not intended to be treated as a display area for a team member's personal possessions.

According to Delaware State licensing, all prescription and/or over the counter medication must be kept in the agency's designated medication location out of reach of children. Team members are strictly prohibited from carrying any prescription and/or over the counter medication on their person, in their purse or any work bag and/or keeping prescription and/or over the counter medication in their classrooms. Team members requiring medication during the work day must secure their medication in the designated medication location. The only exception would be for rescue inhalers. Team members must inform Administrator that they are carrying a rescue inhaler throughout the facility. If any other medical condition requires a team member to keep emergency medication on their person at all times, the team member must present the Administrator with medical certification detailing the need for medication to be immediately available. Beach Babies Child Care will evaluate these circumstances on a case by case basis. Beach Babies Child Care will dialogue with the team member and their certified health care provider to see if a reasonable accommodation can be reached so as not to violate the above referenced licensing regulation while maintaining the team member's and children's health and safety.

#### **INSPECTION AND SEARCHES**

The Beach Babies Child Care program has the right to require team members, while on duty or on Beach Babies Child Care premises including parking lots, to agree to inspections of personal property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If a team member withholds consent to such an inspection, the team member will be immediately terminated.

Beach Babies Child Care reserves the right to remove a team member's personal possession(s), which it deems inappropriate for the workplace.

A team member who is terminated will not be given an opportunity to "clean out her or his desk/room." Any personal property which may be in the work space will be packed and shipped to the team member at the team member's expense.

Team member may bring personal items related to a legitimate work purpose into the program. These items include but are not limited to resource books, curriculum supplement materials, and/or classroom decorations. Any personal items

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brought onto agency property must be properly registered with Administrator. Team members must complete a sign in sheet detailing the items brought into the agency. The items must be clearly labeled with the team member's name when they are initially brought into the agency.

Beach Babies Child Care has the right to inspect all personal items.

Should a team member fail to register personal items with Administrator the items will be considered a donation to Beach Babies Child Care.

#### **POLICY: NON-FRATERNIZATION**

#### **POLICY NO.: 10.5**

Team members of Beach Babies Child Care are strictly prohibited from fraternizing with any client [or team member] of Beach Babies Child Care.

Clients of Beach Babies Child Care shall be provided with the best possible quality service. Team members shall treat clients, vendors, co-workers and the public with courtesy, appropriate distance, and respect.

Attending a "social event" or a "private gathering" with a client of Beach Babies Child Care shall occur only when approved by Administrator.

Team members should abstain from any intimate physical contact and/or involvement with clients. Team members should also avoid any unwelcome advances and intimate acts made by clients. Team members are required to report to their immediate supervisor any unwelcome advances or attempts at intimate acts made by clients or co-workers.

Team members should abstain from any intimate physical contact or involvement with other team members. This shall include dating other team members.

Team members should immediately report any action by a client or team member that would be considered a violation of this policy to his or her immediate supervisor.

Team members who violate this policy will be subject to disciplinary action up to and including termination.

#### **POLICY: NON-SOLICITATION**

#### **POLICY NO.: 10.6**

Team members of Beach Babies Child Care are strictly prohibited from solicitation of any kind while on any Beach Babies Child Care property unless approved by the administrative office.

Team members who violate this policy will be subject to disciplinary action up to and including termination.

#### **POLICY: OUTSIDE EMPLOYMENT**

#### **POLICY NO.: 10.7**

Beach Babies Child Care understands that from time to time team members may choose to take a second job for personal reasons. Team members should be mindful that their performance while at Beach Babies Child Care should not be affected in any way by their hours or duties at their other place of employment. Further, team members may not be employed in other places of employment that would negatively impact the professional reputation of the team member or whereby the duties performed at the other place of employment morally or ethically contradict the mission or philosophy of Beach Babies Child Care.



Team members of Beach Babies Child Care are prohibited from accepting any employment from any client of Beach Babies Child Care. Clients shall include the enrolled children, their siblings, the parents and/or guardians of enrolled children and anyone residing in the household(s) of enrolled children.

Team members are specifically prohibited from accepting employment as a baby-sitter from any client of Beach Babies Child Care.

This policy applies to paid and unpaid services the team member may be asked to perform for a client. For example, baby-sitting as a favor whereby no money is exchanged is prohibited.

Violation of this policy will result in disciplinary action up to and including termination.

### **POLICY: PERSONAL APPEARANCE**

### **POLICY: 10.8**

All team members are expected to present a neat and clean appearance and to dress appropriately for their position and duties. Team member's dress should reflect the professional nature of their position as well as be functional within the expectations and responsibilities of their job. All articles of clothing must be of adequate size and should be worn in a manner that covers the team member's midriff, chest, back and backside while performing all required job duties. Further, all clothing must be clean, wrinkle-free and in good repair without unpleasant odors, holes, tears, and stains. Team members are required to wear appropriate foundation/undergarments at all times and at no time should said foundation/undergarments be seen through or outside of the team members clothing.

Team members working directly with children and any facilities team member are required to wear shoes with a rubber sole, with a closed front and back, which are fixed to the foot with laces, buckles, Velcro etc. The most appropriate shoe for team members working directly with children is a sneaker or loafer style shoe. All team members are prohibited from wearing Crocs, sandals, and flip-flops of any kind. Administrative Team member may wear appropriate style shoes that have a closed front and back.

Infants only: Crocs, house shoes/slippers, and other "slip-on" shoes are allowed in the infant room only with prior approval from the Administrator and Owner.

Team members should refrain from wearing perfumes and other fragrances as other team members and/or children may be allergic to them or may find them offensive. From time to time, due to specific allergy issues of a child or team member, team members in specific classrooms may be required to further restrict their use of fragrances, lotions, laundry detergent or fabric softener. In these specific circumstances the team member(s) that are subject to the additional restrictions will be notified.

Team Members may not have any visible head or neck tattoos. Other tattoos that may contain anything including but not limited to violence, political statements, nudity, sexual situations, images representing death/afterlife, weapons, or any offensive language that may incite violence or offend other people are not permitted and must be covered at all times. Tattoos may be asked to be covered if deemed inappropriate by the Administrator or Owner.

Earrings and other jewelry including but not limited to gauges, nose piercings, or any other visible piercings must be less than one (1) inch in diameter. Nose and lip piercings may not exceed more than 1/4 inch in diameter. Covered gauges may be larger than one (1) inch but must be closed (showing no openings or holes) or must be removed while at work.

Chewing gum is NOT permitted.

Upon hire Beach Babies Child Care team members are supplied with two (2) polos and two (2) polos upon each review.

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Each year from September 1 – August 31 the first five (5) additional Beach Babies Child Care polos/shirts will be discounted at 50%, each additional polo/shirt purchased thereafter will be at full price. Prices are determined upon placing of order but may range from \$10-\$22. Hoodies, cardigans, sweaters, and other outdoor wear are not included in the discount.

Beach Babies Child Care supplies one badge with your name and picture and must be worn at all times during working hours. Additional badges may be purchased for a minimal fee.

All Beach Babies Child Care team members are required to wear skirt, khakis, dress pants and a Beach Babies Child Care polo or other Beach Babies Child Care apparel. Team members are allowed to wear short pants (shorts) during the “summer months” from Memorial Day through Labor Day. Must be of adequate length (extend beyond the fingertips when arms are directly at your side) and must be clean, wrinkle-free and in good repair without unpleasant odors, holes, tears, and stains.

Outside of Memorial Day and Labor Day, during the “colder” months appropriate tops must be worn. A Beach Babies Child Care covering of some kind must be worn, they are including but not limited to polos, shirts, and sweaters.

Jeans are permitted on Fridays and when otherwise designated by Administration or Owners. Jeans must be loose fitting, clean, wrinkle free, and of a professional manner: they may not have holes, tears, strings hanging off of any kind. No sweatpants, mini-skirts, or pajama bottoms (unless otherwise noted), leggings, jeggings, yoga, athletic, or other form fitting pants are permitted.

Summer Camp Team member are required to wear Beach Babies Child Care Summer Camp shirts and appropriate shorts. Sweat pant type shorts are not acceptable. One-piece bathing suits during water activities. Two-piece bikini not acceptable by any Beach Babies Child Care team member.

Team member’s fingernails are to be trimmed to a length that does not present a risk of scratching children. Nails may not exceed more than 1/4 inch beyond the tip of the finger. This is both for safety and hygiene purposes.

Team members may wear hair colors of non-natural colors but may not exceed/display more than 2 colors at any given time. Beach Babies reserves the right to deny or mandate a change of hair color if deemed inappropriate. Extreme hair styles including but not limited to Spiked Hair, Mohawks, etc. are prohibited.

Beach Babies Child Care is not responsible for damage to or loss of a team member’s articles of clothing, jewelry and/or accessories.

Team members are required to maintain appropriate standards of personal hygiene and grooming at all times. Hair (Including but not limited to, Beards, Mustaches, etc.) must be washed and neatly groomed and hair products must not be overly fragrant due to allergy and asthma issues with other team members, children and or visitors.

While working team members may perspire as you are expected to be active with the children. Please be mindful of any personal odors and take care to use appropriate deodorant and/or soaps to prevent unpleasant body odor. It is never a comfortable situation for team members to work in close proximity to or for children to get close to a team member with a body odor issue. Please be sensitive to your fellow team members.

The Administrators and Owners at Beach Babies Child Care have the right to determine if clothing or jewelry is appropriate beyond the terms listed above and will require a change in dress if they feel it is necessary.

Beach Babies Child Care is not responsible for damage to or loss of a team member’s articles of clothing, jewelry and/or accessories.



Violation of this policy will result in disciplinary action up to and including termination.

### **POLICY: POLITICAL ACTIVITIES**

**POLICY NO.: 10.9**

During hours of employment, or while on agency property, or with the use of agency funds, team members of Beach Babies Child Care are prohibited from the following:

- ◆ Participation in any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, for an election for public or party office.
- ◆ Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.
- ◆ Participation in any voter registration activity.

These activities are permitted when team members are on their own time, with their own funds so long as the team member does not assert or intimate that the employer has anything to do with their political activities. Therefore, team members are prohibited from identifying the employer in any way while engaging in political activity on their personal time. This includes wearing agency logos, referring to the workplace in conversations related to political positions and/or listing the employer's name on any sign or statement.

Violation of this policy will result in immediate termination.

### **POLICY: SMOKE-FREE WORKPLACE**

**POLICY NO.: 10.10**

All facilities, grounds, and vehicles of the Beach Babies Child Care are Smoke-Free Environments. Smoking of any kind including but not limited to cigarettes, e-cigarettes, vape pens, and marijuana is strictly prohibited in any of these areas. This includes vehicles on our property.

In addition, team members are prohibited from becoming nuisances to Beach Babies Child Care's neighbors by loitering on their property while smoking.

Team members who smell like smoke may be asked to change clothing or leave. Violation of this policy will result in disciplinary action.

### **POLICY: SUBSTANCE ABUSE CONTROL**

**POLICY NO.: 10.11**

Beach Babies Child Care management shall take necessary measures to assure that the use of alcohol or unauthorized substances by team members does not endanger the health, safety, and security of our children, team members, volunteers, Beach Babies Child Care sites and the entire Beach Babies Child Care operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale, or use of unauthorized substances on Beach Babies Child Care premises, vehicles, or while conducting program business off site are absolutely prohibited. The presence of an unauthorized substance(s) in a team member's system while on Beach Babies Child Care premises, vehicles, or while conducting Beach Babies Child Care business off premises is strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs, and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on Beach Babies Child Care premises, vehicles, or while conducting Beach Babies Child Care business off premises.



The use of alcohol on or in Beach Babies Child Care' property or vehicles is also prohibited. Violation of this policy will lead to termination of employment.

## **PRE-EMPLOYMENT REQUIREMENT**

Beach Babies Child Care will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before Beach Babies Child Care offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from consideration for employment.

## **EMPLOYMENT REQUIREMENTS**

Beach Babies Child Care will check with the police to obtain information about all pending criminal charges, including deferred adjudication of all current Beach Babies Child Care team members. Beach Babies Child Care management will advise all new team members of the program's policy to check with the police for evidence of a criminal history.

## **TEAM MEMBER TESTING**

If there is a reasonable suspicion of substance abuse or misuse, because the team member's behavior or health appears to endanger the health, safety, or well-being of the children, Beach Babies Child Care will require testing of the team member. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of Beach Babies Child Care ongoing evaluation program. Substance testing may be required (1) where reasonable suspicion exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations.

Refusal to comply with a request for testing is considered a violation of this policy and will result in disciplinary action up to and including termination.

Selection of quality controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the Beach Babies Child Care Administrator. The Beach Biddies Administrator will be assisted by a Medical Specialist in the selection of appropriate laboratories for substance abuse testing.

## **INSPECTION AND SEARCHES**

The Beach Babies Child Care program has the right to require team members, while on duty or on Beach Babies Child Care premises including parking lots, to agree to inspections of Beach Babies Child Care property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If a team member withholds consent to such an inspection, the team member will be immediately terminated

## **NOTIFICATION OF AN INDICTMENT OR COMPLAINT**

Team members are required to notify Beach Babies Child Care program of any criminal drug statue indictment no later than 24 hours after such an indictment. The center director of a program site must notify the Administrator if a team member at her or his worksite has been indicted or if there is a complaint within 8 hours after receiving such notice. Further, the Administrator must notify the State Department of Human Services licensing division of a team member incident or complaint within 24 hours or on the next work day. The Administrator will notify the team member of termination of employment due to violation of the Beach Babies Child Care' program Substance Abuse Policy, the

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Delaware Minimum Standards, the Delaware Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

## **IMPLEMENTATION**

It is the responsibility of the various site directors to implement the Beach Babies Child Care Substance Abuse Policy. Each program site should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining the Beach Babies Child Care Abuse Policy, (3) Addressing drug problems in team members' meetings, (4) Raising the team members' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

## **INDICTMENT OR OFFICIAL COMPLAINT**

The center must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Delaware Controlled Substance Act, must not be at the center while children are present and must not have contact with the children until the charges are resolved.

## **PERSONNEL RECORDS**

The center must maintain personnel records for all team members and ensure that each team member's record includes a statement from the team member providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

## **CONVICTION OF A FELONY VIOLATION**

No one may serve as a center director or team member of a Beach Babies Child Care center who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Delaware Controlled Substance Act.

## **CONTACT WITH CHILDREN**

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Delaware Controlled Substance Act must not be at the Beach Babies Child Care center while children are present and must not serve in any capacity where there is contact with children.

People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the Beach Babies Child Care center. People must not smoke in the children's presence or consume alcohol when children are at the center.

People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

## **PERSONNEL ACTION**

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities

## **POLICY: SLEEPING ON DUTY**

**POLICY NO.: 10.12**

Sleeping during working hours is prohibited for all team members.

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Any team member who is found to be sleeping while on duty will face disciplinary action up to and including termination. Sleeping on duty is cause for immediate termination for any team member responsible for the direct supervision of children as this behavior results in a failure to provide appropriate supervision of children and is a safety issue.

#### **POLICY: AT-WILL EMPLOYMENT**

**POLICY NO.: 10.13**

As a business in the State of DE the employer/team member relationship is established At Will. The At Will employment relationship affords the team member the right to resign for any reason. 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 by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Beach Babies Child Care.

#### **POLICY: PARKING**

**POLICY NO: 10.14**

Team members are to park in the corners, along the side, or as far as possible from the main entrance. The parking spots nearest the doors and front entrance are reserved for our parents, children, clients, visitors/ guests, state officials, and other persons visiting or dropping off at Beach Babies Child Care.

For team members who have children, you may park temporarily nearest the doors to drop-off or pick-up your child but must move your car to the designated team member parking areas prior to clocking-in to work that day. Your children must be dropped off prior to clocking in for your scheduled shift.

#### **POLICY: PERSONNEL RECORDS**

**POLICY NO.: 11.0**

A confidential file will be maintained on each team member containing all employment related documents such as the employment application, resume, job and salary history, performance appraisals, disciplinary action, general correspondence, and other documents that pertain to employment with Beach Babies Child Care. To comply with the Americans with Disabilities Act, Beach Babies Child Care keeps all medically related information in a separate confidential file.

Any false statements made by team members on their employment applications or personnel records will result in disciplinary action, up to and including termination.

A team member may have supervised access to her or his file during normal business hours upon request to Administrator. Personnel files may not be removed from Office. Team members are prohibited from removing any documents from their personnel file. Team members may only add documentation to their personnel file with the permission of Administrator.

Team member requests for copies of the documents contained in the personnel file must be made in writing to Administrator. The School Administrator will inform the team member the amount of the copying fee, which must be paid in advance. The copying fee will be guided by the prevailing rate, per charge, charged at the local Staples/Office Max

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store. Requests for copies of records will be provided in a timely manner, usually two (2) weeks, from the date the team member pays the copying fee. Copies of Personnel Records will only be released to the Team member and/or their Attorney at Law. Attorneys at Law must present a Letter of Representation in order to receive a Personnel Record.

Team members will be paid Minimum wage until all paperwork required to be on file is completed and returned.

#### **POLICY: ACCESS TO EMPLOYMENT RECORDS**

**POLICY NO.: 11.0A**

Team members will be granted access to their Employment Record upon written request to the School Administrator. Beach Babies Child Care will allow team members to review their Employment Record in person, at a time which is mutually convenient to both the team member and the Administrator. Team members are NOT permitted to remove anything from the Employment Record and will not be allowed to view their Employment Record without the School Administrator present. Team members may only add information to their Employment Record with the permission of Owners.

Team members may request a copy of their Employment Record for a reasonable copying fee. This request must be submitted to the Administrator in writing. The Administrator will inform the team member the amount of the copying fee, which must be paid in advance. The copying fee will be guided by the prevailing rate, per page, charged at the local Staples/Office Max store. Requests for copies of Employment Records will be provided in a timely manner, usually 2 weeks, from the date the team member pays the copying fee. Employment records will only be released to the team member and/or their Attorney at Law. Attorneys must present a Letter of Representation in order to receive a copy of an team member's employment record and the team member must sign a Permission to Release Records form.

#### **POLICY: EMPLOYMENT REFERENCES**

**POLICY NO.: 11.1**

Requests for references should be directed to the School Administrator for the location you are requesting.

Beach Babies Child Care will release information regarding position(s) held and length of employment for reference purposes. In order to release any additional information regarding employment, the team member must provide a signed release. Confidential information will only be provided with the team member's express written permission. All requests for references must be in writing. Beach Babies Child Care will not provide information by telephone.

Unless specifically authorized by the Owners, team members are strictly prohibited from providing references for any team member under any circumstance including a personal reference. Any team member who provides reference will be subject disciplinary action including termination.

#### **POLICY: EMPLOYMENT VERIFICATION**

**POLICY NO.: 11.2**

From time to time team members may request Beach Babies Child Care to verify employment, position held, salary, address, and other information for credit and other purposes. These requests must be made to the following: Bring all paperwork directly to Administrator.

Requests for employment verification sent to any other team member may create a delay in releasing the information. Unauthorized team members are strictly prohibited from responding to any request for employment verification. All requests will be answered by Administrator.



All requests must be made in writing. Beach Babies Child Care will not verify employment by telephone. The request must include the team member's written authorization to release or verify any information.

Occasionally Beach Babies Child Care receives subpoenas for team member information. Beach Babies Child Care is required by law to release the information requested in the subpoena and will comply with any subpoena it receives.

#### **POLICY: TEAM MEMBER'S PERSONAL REPRESENTATIVE**

**POLICY NO.: 11.3**

Beach Babies Child Care will only discuss details of a team member's employment status with the subject team member. This includes but is not limited to job assignment, days off, attendance. Beach Babies Child Care will not at any time entertain inquiries made by the parents, spouses and/or other acquaintances of a team member. Beach Babies Child Care follows this policy because to do otherwise would be unprofessional and possibly a violation of the team member's rights of privacy.

Beach Babies Child Care will, at the team member's request, discuss employment related information with the team member's retained Attorney at Law.

In the case of a personal or medical emergency, Beach Babies Child Care will contact a designated emergency contact person on the team members' behalf. Team members will be required to list an emergency contact person as part of their employment documentation.

#### **POLICY: ELECTRONIC EMPLOYMENT RECORDS**

**POLICY NO.: 11.4**

Beach Babies Child Care may store and/or transfer personal team member information in an electronic format. Personal information may include name, address, social security number, driver's license number, bank account information. This information is kept and shared electronically for payroll, tax, and licensing purposes only. Electronic storage and transfer of personal data is handled with particular care and security considerations to protect the team member's identity.

Beach Babies Child Care reviews and updates the security systems in place to protect the personal data stored electronically.

In compliance with state and federal laws, Beach Babies Child Care will provide specific written notice to team members should there be a breach of security which compromises any team member personal data.

#### **POLICY: DISCIPLINE POLICY**

**POLICY NO.: 12.0**

Beach Babies Child Care believes in using positive age appropriate methods of discipline. Conscious Discipline is a comprehensive classroom management program and social-emotional curriculum which Beach Babies Child Care follows. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline is a way of organizing classrooms around the concept of a "School Family". Each "Member" of the family – both adult and child – learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Team members will be introduced and trained on the Conscious Discipline Methods.



Children will not be disciplined in the following ways, including but not limited to:

- No Team member will ever use any type of corporate punishment included but not limited to shaking biting, pinching, slapping, tapping, spanking, etc.
- No child will be humiliated or subjected to verbal abuse or use of profanity
- No Child shall be placed in a room alone, in the bathroom, in a corner, or in another part of the classroom
- No child shall have their food withheld, including desert & party items
- No child shall have their outside time withheld
- No child shall be punished for failure to eat, sleep, toilet, accidents, etc.
- No child shall be put in "Time-Out"

When a teacher is approached with a difficult situation it should be dealt by including but not limited to:

- Choices – Visual Rules, Behavior Charts
- Encouragement – Ways to be helpful board, Job Board, Connecting Rules
- Composure – STAR (Stop, take a Breath, Relax)
- Positive Intent – "You wanted the ball. You may not take the ball without asking. When you want the ball, you may ask your friends to share"
- Empathy – We Care Center
- Assertiveness – Visual Routines, Time Machine, Reconnecting Resolution
- Consequences – Time Machine, Class Meetings, Rituals

If at any time a teacher feels that a child is out of control and may harm themselves, other children, or a teacher; the front office is the be called immediately.

Any team member not following the discipline policy will be subjected to further disciplinary action up to and including Termination.

#### **POLICY: POSITIVE BEHAVIOR MANAGEMENT**

#### **POLICY NO.:12.1**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief, Beach Babies Child Care uses a positive approach method.

- Communicate to children using positive statements
- Communicate with children at eye level
- Talk in a calm and quiet manner
- Explain unacceptable behavior to children
- Give attention to positive behavior
- Praise and encourage children



- Reason with and set limits
- Apply rules consistently
- Model appropriate behavior
- Setup your classroom environment to promote positive interactions
- Provide alternatives and redirect children to acceptable behavior
- Give children the opportunity to make choices and problem solve
- Help and encourage children to talk out problems and think of solutions
- Listen to children and respect each of their individual needs and feelings

Provide appropriate words to help solve conflicts

## **POLICY: CLASSROOM POLICIES AND PROCEDURES**

**POLICY NO.: 13.0**

While children are under your care in your classroom, they should be your first priority. Please use your time on the clock to be actively involved with the children. Cleaning responsibilities need to be shared by all teachers in the room. Checklists should be completed during the day, during your scheduled hours. Teachers should not be staying after their scheduled time to complete tasks.

Being a good role model in the classroom is also important. Sitting on the furniture, is not being a good role model, and also puts unnecessary wear and tear on the furniture. Please be respectful.

When out of your classroom, your attendance sheet, emergency information and first aid pack must be with you.

Please keep the following in mind when out of your classroom:

2 Teachers must accompany each class outside, with one teacher leading the group, and one following the group.

No child shall ever be left alone or unsupervised

Head counts must be made before leaving to go outside and before leaving the playground to come inside

Outdoor time is not a time to socialize with other team member. No grouping together for personal conversations.

All team members must be familiar with emergency evacuation plans and procedures

Outside playground, schedules must be followed at all times.

While on the playground, it is the teacher's responsibility to be walking around interacting and monitoring all areas of the playground

Documentation of all accidents, injuries and incidents of importance must be completed the day they occur! It is very important to have documentation of every incident that occurs in the child's file. Please make us aware in the office of any major occurrences.

## **POLICY: T.V./ SCREEN TIME**

**POLICY NO.: 13.1**

It is very important to stick to our TV/DVD Schedules at all times. Each classroom should have a copy posted. State Licensing Regulations are as follows:



- No screen time for children younger than two (2) years of age
- No screen time permitted without the written approval of each child's parent/guardian
- Screen time is limited to programs which are age-appropriate and educational
- Screen time not to exceed one (1) hour daily per child or group
- No Screen time after 5 P.M.

Viewing may be extended for specific special events or occasions such as a current event, holiday, or birthday celebration. Written documentation shall justify the reason for the extension.

Team member members may be held responsible for any damage that occurs while using the equipment. If any damage is noticed, it must be immediately reported to the Administrator.

#### **POLICY: NAP TIME**

**POLICY NO.: 13.2**

Our nap time is scheduled each day from 12:00 – 2:30. It is very important that “lights out” does not occur before 11:45. Children may be on their cots for “story time” from 12:00 – 12:30. As soon as the children are settled down your break time should start. Teacher's responsibilities during nap time include: (in order of importance)

- Remove children's shoes if child want them off
- Rub or Pat Backs to help the children settle down for nap time
- Cleaning duties (bathrooms, wiping down furniture...)
- Completing ALL Required Paperwork
- Completing Daily Sheets with a personal note about each child
- Working on Bulletin Boards or Planning

#### **POLICY: FIREARMS**

**POLICY NO.: 14.0**

At no time will firearms or ammunition be permitted at the center.

#### **POLICY: FIELD TRIPS**

**POLICY NO.: 14.1**

All team members shall follow the appropriate team member ratios for field trips:

- |                   |                              |
|-------------------|------------------------------|
| Less than 2 yrs.  | 1 adult for every 2 children |
| 2 years – 4 years | 1 adult for every 4 children |
| 5 years and older | 1 adult for every 8 children |

Team member must have the following items:



List of children, Medical Information & Consent, First Aid Kit, Tags providing telephone number, Documented Roll Call, and cell phone. Any team member going on a field trip must take part in the activity. Skating, swimming, golfing, etc. If you are unable, you are required to make your supervisor aware before you are scheduled.

#### **POLICY: HEALTH OBSERVATION & EXCLUSIONS**

**POLICY NO.: 14.2**

All team members shall ensure that each child is observed, and documentation is made when a child arrives each day in order to recognize communicable disease or physical injury. If a child is ill or you observe any suspicious marks on a child, please see Administrator for exclusion guidelines or Delacare Regulations at the front. All team member is required to keep Health Check Binders up to date.

#### **POLICY: ADMINISTRATION OF MEDICATION**

**POLICY NO.: 14.3**

Only trained team member members who have obtained an Administration of Medication Certificate from the State may administer medication. All Beach Babies Child Care Team member is required to obtain an Administrative Medication Certificate.

#### **POLICY: FOOD & NUTRITION**

**POLICY NO.: 14.4**

We at Beach Babies Child Care are committed to our children's health; we recognize the importance of the team member as positive role models for the children as they learn to live healthy lives. Therefore, the team member will not drink soda, sugary beverages, or sugary foods in front of the children. If drinking these items, please use a plain cup.

Hot beverages may only be in the classroom with a secured lid. All hot beverages must be out of the reach of children. The Director may take this privilege if you violate this policy.

We support children's healthy eating by role-modeling positive behaviors. This includes "Family Style Meals". Team member should sit with children and encourage healthy habits, conversation, and education about the foods they are eating. Only during Family Style Meal are team member permitted eat the center's food. This means that team member is sitting at the table with children and not standing at the counter area. Team member who are assigned in three and four-year-old classrooms are required to eat "Family Style". We encourage are toddler classes to begin "Family Style" meals.

#### **POLICY: TRANSITIONS**

**POLICY NO.: 14.5**

All team members shall ensure that new children are phased-in to new classrooms and that children are with their primary caregiver's if in the infant or toddler rooms. Team member will be given written instructions on how this is implemented from the Director of Education.

#### **POLICY: DOCUMENTING CHILDREN'S PROGRESS**

**POLICY NO.: 14.6**

All Team members are required to document children's progress through portfolios, as well as any STARS related documents and checkpoints. The Director of Education will give written instructions on how to document this.

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When necessary other forms or anecdotal notes may also be required.

**POLICY: INFANT/TODDLER THRU SCHOOL AGE CARE**

**POLICY NO.: 14.7**

All team members will review with Administrator the care for the children which they will be assigned. A copy of the Delacare Policies on care will be given to team member.