
Suzy's Little Peanuts Day School, LLC

We are kind. We are safe. We are responsible.

Employee Handbook

Updated July 2024

Center locations and contact numbers:

Suzy's Little Peanuts Day School - Springfield
132 Chester Road
Springfield, VT 05156
802-885-7899

Suzy's Little Peanuts Day School II - Ascutney
5075 Route 5
Ascutney, VT 05030
802-674-4134

Suzy's Little Peanuts Day School - Brookline
624 Grassy Brook Road
Brookline, VT 05345
802-365-7552

Suzy's Little Peanuts Day School - Bellows Falls
20 Old Terrace
Bellows Falls, 05101
802-463-4795

Upper administration contact information:

Executive Director and Owner - Susan Coutermarsh
Phone: 802-591-0089
Email: suzyc98@gmail.com

Business Manager/Human Resources - Justine Steele
Phone: 802-281-2457
Email: just.m.steele@gmail.com

Program Operations Manager - Olivia Sandreuter
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Training Manager - Stephanie Aspen
Phone: 802-365-7552
Email: slavigne1995@gmail.com

Welcome!

We are pleased to have you on staff with Suzy's Little Peanuts Day School, and wish you success in your new position. We strive to retain individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team. We are a VT State Regulated, a 5 STAR facility, partner with local school districts and are pre-k qualified, and we offer the VT CACFP.

This handbook is designed to familiarize you with Suzy's Little Peanuts Day School, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your Director.

No handbook can anticipate every situation or question about all of our policies and terms of employment. Your supervisor may tailor the policies set forth herein to specific situations. SLP reserves the right to add new policies and to change or cancel existing policies at any time. We will notify you of any changes to this handbook as they occur.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered. References in this handbook to "us" and "company" include Suzy's Little Peanuts Day School and all affiliated entities.

Welcome to Suzy's Little Peanuts Day School! We hope that your experience here will be challenging, enjoyable, and fulfilling. We look forward to witnessing your growth within our program.

Sincerely,

Suzy Coutermarsh

About Us

Our mission....

Suzy's Little Peanuts strives to provide a safe, development enhancing, social environment for children to thrive in.

Our vision...

Suzy's Little Peanuts is dedicated to educating children through trained and qualified staff who stay up to date on early childhood development and standards. Our indoor and outdoor environments are designed to provide an enriching and challenging academic and social environment.

Our philosophy...

Our philosophy at Suzy's Little Peanuts is to nurture and educate children using research based methods. We believe that children need a sense of security and consistency. They need to know that when everything else around them is changing- a provider will be there.

Our program is influenced by early childhood philosophers such as Erik Erikson, Piaget, and Vygotsky, as well as the Early Multi Tiered System of Supports (EMTSS), and Second Step. We believe, as Piaget did, that children go through stages in their development. Our job as providers is to support children in the stage that they are in, and supporting their growth throughout each stage.

Through all stages, social interaction is a key element in our facility, as children often learn best by following the example of peers and teaching staff. We use the Second Step program to teach children positive social skills such as fair ways to play, how to enter a group and problem solving skills.

We communicate our philosophy through both our indoor and outdoor environments. Our atmosphere is calm and cheerful, welcoming play and social interaction. We set up our classrooms according to a creative curriculum. This means that our classrooms are set up in centers. We have a home living area, dramatic play, block area, tabletop toys, music, discovery area, art area, technology and library. These centers encourage learning through a play based process. We believe that children learn many things from books, therefore we have books in all of the centers and often spend time reading to children. There are many opportunities to experience the outdoors on a daily basis. Our playground is used for recess and provides lots of space for running and playing. We garden with the children each year and take advantage of every opportunity to spend time enjoying nature.

We are always growing and changing as a program, as our children grow and change. We recognize that each family is diverse and we welcome you to influence the growth and change of our center. Our doors are always open and we encourage families and employees alike to feel at home here.

(In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.)

Employment

Equal Employment Opportunity Policy: Suzy's Little Peanuts Day School is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, SLP will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act: Suzy's Little Peanuts Day School is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, SLP will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made SLP aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on Suzy's Little Peanuts Day School.

Non-Discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Anti-Harassment: Suzy's Little Peanuts Day School wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be Suzy's Little Peanuts Day School's policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

Suzy's Little Peanuts Day School expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is a serious offensive conduct directed towards an individual because of his/her gender and is unwelcome by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment; or
- (2) submission to or rejection of such conduct is used as basis for employment decisions; or
- (3) such conduct interferes with an individual's work performance; or
- (4) conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that ***could be viewed as*** sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal "kidding," "teasing," or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another's body
- Pressuring someone to go on a date
- Comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one's sexual experience and discussion of one's sexual activities.

Communication of any harassing material by social media, email, voice mail, organization bulletin boards or otherwise is a violation of SLP's policy against harassment.

Reporting Harassment:

Suzy's Little Peanuts Day School encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment before it becomes severe or pervasive. All harassment of any kind should be reported to the Director and/or HR as soon as possible.

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate director or a member of administration if the director is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation: Suzy's Little Peanuts Day School will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Responsive Action: Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bonafide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Positions: Our teaching staff are the core of Suzy's Little Peanuts Day School. We strive to keep dependable and educated staff on board that offer stability for children in their care. SLP follows the Vermont State Regulations and expectations. All early education positions are outlined in the *Child Care Licensing Regulations - Center Based Child Care and Preschool Programs* as follows:

2.2.58 "Teacher" means a staff member, who is responsible for a group of children, provides direct education and child care services, develops and implements curriculum, and may supervise trainees.

2.2.59 "Teacher Associate" means a staff member, who is responsible for a group of

children, provides direct education and child care services, develops and implements curriculum, and may supervise trainees.

2.2.60 “Teacher Assistant” means a staff member, who provides direct education and child care services, and implements curriculum. A teacher assistant may assist with developing curriculum and may supervise a group of children for a limited portion of the day.

2.2.39 “Program Director” means the staff member, who is directly responsible for the CBCCPP’s daily operations and services to children and their families, for the development or approval of the CBCCPP’s program and curriculum, and for supervision of staff and volunteers.

Further, position requirements are as follows:

*7.3.2 **Staff:** The program director shall ensure and maintain documentation that staff meet one (1) of the following qualifications:*

*7.3.1.3 **Director:** The program director of a CBCCPP licensed to serve thirteen (13) – fifty- nine (59) children shall be qualified as a teacher associate, and shall have completed either: • A Vermont Early Childhood and Afterschool Program Director Step One (1) Certificate; or • Successful completion of a three (3) college credit course in program management for early care and education or for school age care and education, or in staff supervision related to early care and education of children; and a three (3) college credit course in curriculum.*

*7.3.2.1 **Teacher:** A teacher is at least twenty (20) years of age and meets one of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level Four (4) A or B Certificate; or • At least a bachelor degree from an accredited college with a major or concentration in Early Childhood, Child or Human Development, Elementary Education, Special Education with a birth to eight (8) years of age focus, or Child and Family Services and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a bachelor degree from an accredited college with at least successful completion of thirty (30) college credits with an early childhood or school age focus and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • Hold at least a current Vermont Agency of Education teaching license with an endorsement in Early Childhood, Early Childhood Special Education, or Elementary Education.*

*7.3.2.2 **Teacher Associate:** A teacher associate is at least twenty (20) years of age, is a high school graduate or has completed a GED, and meets one (1) of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level Three (3) Certificate; or • At least an associate degree from an accredited college with a major or concentration in Early Childhood, Child or Human Development, Elementary Education, or Child and Family Services and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a Certificate of Completion from the Registered Child Care Apprenticeship Program; or • At least a Child Care Certificate from the Community College of Vermont and at least twelve (12) months experience working with groups of children from grade three (3) or*

younger; or • At least successful completion of twenty-one (21) college credits with an early childhood or school age focus and at least twelve (12) months experience working with groups of children from grade three (3) or younger.

7.3.2.3 Teacher Assistant: A teacher assistant is at least eighteen (18) years of age, is a high school graduate or has completed a GED, and meets one (1) of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level One (1) or Two (2) Certificate; or • At least a current CDA (Child Development Associate) and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a State Board of Education approved Human Services Program Certificate that emphasizes child development or early childhood education and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least successful completion of the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least successful completion of a three (3) college credit course in child or human development or a three (3) college credit course for school age care and education and at least twelve (12) months experience working with groups of children from grade three (3) or younger.

7.3.2.4 Trainee: A trainee is at least fifteen (15) years of age, able to comprehend basic written format, and meets one (1) of the following qualifications: • At least a high school graduate or has completed a GED and completes the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate within the first twelve (12) months of employment; or • At least a high school graduate or has completed a GED and successful completion of a three (3) college credit course in child or human development or in school age care and education within the first twelve (12) months of employment; or • At least is enrolled in or has received a State Board of Education approved Human Services Program Certificate that emphasizes child development or early childhood education.

7.3.2.5 Classroom Aide: A classroom aide is at least eighteen (18) years of age, is able to comprehend basic written format, and meets one (1) of the following qualifications: • At least a high school graduate or has completed a GED and completes the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate within the first twelve (12) months of employment; or • At least a high school graduate or has completed a GED and successful completion of a three (3) college credit course in child or human development or in school age care and education within the first twelve (12) months of employment.

7.3.2.6 Substitute: A substitute is at least eighteen (18) years of age, is able to comprehend basic written format, and is a high school graduate or has completed a GED.

Ethics Policy

Ethics are integral to the successful achievement of our mission at Suzy's Little Peanuts Day School. SLP adheres to the NAEYC Code of Ethical Conduct. You will receive a copy of this document during the orientation process. Employees are expected to comply with this policy and to hold to the highest ethical standards. Employees are expected to act as professionals and must adhere to the following...

- Treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.
- NEVER gossip.
- Bring work issues to the appropriate party and inform administration.
- NEVER engage in pranks of any kind.
- NEVER participate in an action that creates an unsafe environment.

Confidential Information: Information obtained at or because of Suzy's Little Peanuts Day School is considered confidential and should not be shared.

The disclosure of Suzy's Little Peanuts Day School's confidential, proprietary or other nonpublic information, whether intentional or unintentional is prohibited.

Conflicts Of Interest: In the event an employee has a personal relationship with a family member or co-worker, this must remain outside of SLP. That relationship cannot affect (negatively or positively) the SLP environment.

Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires Suzy's Little Peanuts Day School, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result, the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

Suzy's Little Peanuts Day School will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify Suzy's Little Peanuts Day School of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Suzy's Little Peanuts Day School has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc.). Employee property on the facilities, such as handbags and briefcases, can be searched if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. An employee can deny search of property, but this will result in separation of position.

Smoking/Vaping Policy: As required by law, all facilities and vehicles owned, operated or leased by Suzy's Little Peanuts Day School are smoke/vape-free. Please note, lingering smoke smells can cause flare ups for people with varying medical conditions, please be sure you are free of smoke smells prior to entering the building. CDC suggests changing clothes after smoking, or wearing a removable layer when smoking/vaping.

Employment Classification

Current Labor Laws are posted in staff areas in each center. Employment with Suzy's Little Peanuts Day School is at-will, meaning that either you or Suzy's Little Peanuts Day School may terminate the employment relationship at any time with or without a reason or notice. Upon notice of resignation, the employee's final day may be immediate or in limited circumstances the employees will be able to work out their notice as a temporary employee. An employee can be terminated by the Director OR any member of administration. Employees who are terminated must leave the Suzy's Little Peanuts Day School campus immediately, and may not come back on the campus or attend any SLP events. Employees who are terminated will receive their last paycheck via mail to the address on file. The employee's last paycheck will include payment for 50% of unused/earned vacation hours.

As a childcare facility, we are qualified as essential workers. During national pandemics, we will remain open according to state guidelines.

In addition, employees will be classified as the following:

Full-time: An employee who has a regular schedule of 32-40 hours per week.

Part-time: An employee who is scheduled less than 32 hours per week, or who does not have a regular schedule that results in more than 32 hours per week on average. Part-time employees are not eligible for any SLP benefits.

Regular: An employee who has completed their probation period.

Temporary: An employee who is temporary or an as needed substitute. Temporary employees are not eligible for any SLP benefits.

Probation: An employee in their initial employment or an employee needing improvement can be put on probation. During this time, these employees are not eligible for any SLP benefits.

Probationary Period

The first 90 days are considered the Probationary Period. Either the employee or the employer may terminate the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to Suzy's Little Peanuts Day School, and to determine whether the new position meets their expectations. Similarly, Suzy's Little Peanuts Day School uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

During the probationary period, employees must not request time off, or call in sick due to illness *unless exclusion from the workplace is required by VT Licensing Standards*. Please make administration aware of any previously scheduled appointments that are during work hours at the time of hire. In the event that the employee is permitted time off or calls out, their probation will be extended by 1 week for each change in schedule.

The probationary period will consist of a full on-boarding process. During the on-boarding process employees will learn about VT Licensing Regulations, SLP policies and procedures, and more. There will be a combination of on the floor and off the floor training. A series of observations will be conducted to ensure the employee is operating at SLP standards and within state regulations. New employees will not be left alone with children until they are cleared by CDD and have appropriate knowledge and skills surrounding job/classroom/program expectations.

The completion of the Probationary Period does not represent a guarantee of continued employment, as employment is always at-will. Receiving disciplinary actions or taking scheduled or unscheduled time off during the Probationary Period may result in the extension of the probationary period, corrective action, or termination.

Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their directors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with one's immediate director does not resolve the matter, the concern then may be presented to the next level of administration.

SLP Affiliations

Social Media: Employees of Suzy's Little Peanuts Day School who choose to have public profiles, link SLP to their profile (private or public), or add parents to their social media account are expected to maintain the same level of professional ethics and confidentiality as is required while at work. Vulgar, explicit or otherwise inappropriate content is not professional and can affect your employment at SLP. Please do not take to social media with concerns or frustrations, please be sure to share all concerns with the administration. Posting items to social media regarding SLP or information retrieved because you work for SLP is strictly prohibited, and would be a breach of confidentiality! Pictures or videos of children in your care while employed by SLP should not be shared on your personal social media page(s) under any circumstance.

Political Activity: You can participate in political activities as long as it does not conflict with your work performance, or federal or state law and you make it clear in your interactions that you are acting as a private citizen, not representing Suzy's Little Peanuts Day School.

In the effort to keep SLP a safe space for all, while you are on our property your personal items should in no way be affiliated with specific political activities.

Performance Evaluation

Directors and employees are encouraged to discuss job performance and goals formally and informally as needed. Observations will be conducted periodically, with a minimum of one per month. These can include CLASS assessments, SLP observation forms, or informal observations.

A formal written performance evaluation will be conducted at the end of an employee's 90 day probation, 6 months, annually, and any time in between if needed.

Corrective counselings will occur if any terms of employment listed in the employee handbook, family handbook employee contract, EMTSS, STARS or VT Child Care State Regulations have been violated. Some violations are terms for immediate separation from position. Corrective actions can take place in the form of...

1. Verbal Written Warning
2. Written Warning
3. Return to probationary period
4. Unpaid suspension
5. Separation from employment at SLP.

Professional Development and Required Events

Each employee must agree and adhere to an education plan based on their position's requirements. In addition, all employees must complete a minimum of 16 hours of professional development per calendar year. Examples of training that can include information regarding cultural competence, biases, basic specialized care, social emotional, handling transitions and challenging behaviors, VELS, play based curriculum and free art, All education documentation should be uploaded to staff members' Bright Futures Account. It is the employee's responsibility to ensure their education is uploaded. Further, it is the employee's responsibility to ensure they are up to date with current EMTSS, STARS, VT State Licensing, and CACFP.

Employees of Suzy's Little Peanuts are required to attend all training provided or paid for by Suzy's Little Peanuts including but not limited to in-service days, staff meetings, conferences and after hours workshops.

Additionally, there are SLP sponsored events throughout the year that all Suzy's Little Peanuts employees may be required to attend. These events are paid.

SLP will provide specific yearly trainings during mandatory in-service days, including but not limited to an annual Food Program Training, the Civil Rights training, Act 1 training, and so on. In addition, throughout the year we encourage (and sometimes require) employees to sign up for training within their specific classrooms/fields. We print off relevant training through Northern Lights and post them in staff areas. We also may require employees to take specific training in relation to things going on with a specific child/family or within the field/center/classroom.

If SLP pays for a training and you separate from your position for any reason, within 6 months of completing the training, the amount paid for the training will be deducted in full from your remaining paychecks.

Prior and during your time on the floor you will receive child/family specific information to ensure you are immediately able to meet their needs in the best and most efficient way possible.

The following trainings/educational development documents/certificates are required at minimum by both SLP and the state of Vermont and will be included in onboarding:

- Protecting Vermont's Children: Reporting Abuse and Neglect: Must be completed within the first week of employment.
- Vermont 9 hour Orientation via Better Kid Care: Must be completed within 30 days of employment, or sooner.
- EMTSS: Pyramid Model Trainings (specific to age group working with): Must be completed with 90 days of employment.
- CPR/First Aid: Must be completed within 90 days of employment.
- Professional Development Plan/IPDP: Must be completed within the first 90 days of employment, and updated once every 3 months on BFIS.

- Developmentally Appropriate Practice Training: Must be completed within the first 90 days of employment.
- Medication Administration: Must be completed within 6 months of employment.
- Basic Specialized Care: Must be completed within 6 months of employment.
- Curriculum Training/VELS: Must be completed with 9 months of employment.

These trainings are ultimately the responsibility of the employee. We will do our best to allow you to do these during hours, but in some situations these are live trainings held after hours, or we will ask you to complete some trainings at home.

In addition, training throughout employment will be required that are child and situation specific. Should an improvement plan or correction counseling be deemed necessary, follow up training may be required during or outside of your scheduled shift.

Schedules, Compensation and Attendance

Work Schedules: Suzy's Little Peanuts Day School retains the right to vary work schedules according to its needs. Staffing needs and operational demands may require amendments to employee schedule, as well as the total hours that may be scheduled each day and week.

Your director will inform you of your expected work schedule in writing and when/if amendments are needed. The goal is to maintain stability for the children, classroom, employee, child families, and centers. Therefore, changes will be kept to a minimum and only implemented when ratios or employee circumstances require us to adjust schedules.

Several times per year we will have scheduled staff meetings and in-service days. These meetings are mandatory, and staff will only be paid for the hours they work. Please note that children/families are not permitted to attend in-service days or staff meetings. Employees that breastfeed their child as the primary means of nourishment are able to bring their nursing child.

Annually, we have two paid Wellness Days. One is a staff and their family day at a Lake in central or southern Vermont (typically at the end of August), for all centers. The second will be held in Spring and will be center specific. Employees must work their scheduled shifts before and after Wellness Day, and are required to stay at the event to receive their regular days pay.

Record Keeping: All hourly employees are responsible to check in and out for their scheduled shifts via PROCARE. Your director must always approve overtime work before it is performed. In the event that an employee misses a punch, you must submit a missed punch form to your Director in order for it to be adjusted.

To help keep the record and benefits program information accurate, please notify Suzy's Little Peanuts Day School of any changes to your personal information. This includes but is not limited to: mailing address, emergency contacts, legal name change, change in marital status, and other relevant information. If you are enrolled in benefits plans, please keep the provider or us

informed of relevant changes in marital status, dependents' information, beneficiaries, and the like. Updating personal data information is the employee's responsibility.

Employee Break: All hourly employees who work more than 6 consecutive hours will have at least a 30-minute unpaid break. Note that should you have an appointment during your scheduled shift it will count as your 30-minute break. Should you need to take an immediate break for personal reasons/inability to complete work duties, you should contact your director as soon as possible so adequate coverage can be provided if able.

Breastfeeding Employees: SLP shall provide a reasonable break time for an employee to express breast milk or nurse her child. These breaks shall not exceed three break times per 9.5 hours in a work day, including a scheduled lunch break. SLP shall provide a place, other than the bathroom, that is shielded from view and is able to be free from intrusion from coworkers and the public. The employee shall place a privacy sign on the door and close the door to let people know the break room/private space is occupied. Nursing mothers shall make sure that their infant has access to a backup food source that can be given to them if a break time is not available due to staffing resources.

Payroll: SLP's normal business hours are Monday through Friday, 7:00 am – 5:00 pm. The payroll period is Sunday to Saturday. Payday is every other Thursday.

Paystubs: Paystubs are distributed bi-weekly on pay day. Duplicate copies can be available upon request, please note this can take up to 2 weeks to receive. Please note if you are asking for pay stubs within the last 60 days, there will be a charge of \$5.00 for each paystub requested. It is your responsibility to ensure SLP has updated contact information.

W2s: W2s are distributed yearly by the last day of January. Duplicate copies can be available upon request, for a \$10 charge and can take up to 30 days to receive. It is your responsibility to ensure SLP has updated contact information.

Deductions: SLP is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

You must maintain a current, valid IRS W-4 form designating the number of exemptions for federal tax withholding. Changes can be made with an updated IRS W-4 form submission.

SLP will also make other deductions that have been authorized by you, such as your childcare payments, elected insurances or other benefits.

Please note SLP pays for the following: Vermont Fingerprinting, CPR/First Aid certification, and Vermont 9 hour Orientation. Other courses/training may be paid, but approval must be received in advance. Should you leave your position prior to 6 months of completing the training or incomplete training, the aforementioned will be deducted from your final paycheck.

Overtime: This will be paid for hours worked over 40 hours that are during regular working hours. Holidays/wellness days/paid time off/professional development hours are all paid as straight pay, and exempt from overtime pay. Overtime pay is based on actual hours worked.

Please note, in the event that there is not sufficient staffing to cover classroom ratios, you cannot leave until covered and ratios remain intact.

All overtime work must receive the director's prior authorization.

Errors in pay: If you become aware of an error in your pay or deductions, bring it to your Director as soon as possible. You must bring your pay stub in, and use your PROCARE account/time card to find the mistake before addressing it with the administration.

Absences: Regular attendance is a condition of employment.

If you are ill (please follow illness policy found in classrooms or on the website) or injured and need to miss work, you must contact your director as soon as possible. This can be no less than 1 hour before your scheduled shift. If calling the night before, please call before 10 pm, if you are calling in the morning, please call after 5 am. You may use electronic communication, but if you do not get a response within 20 minutes, you are required to call your Director either at home or at the center depending on the time of day. In an emergency, let your director know as soon as possible. Provide the reason for your absence, and when you expect to return.

You must submit a time off request for any anticipated absence to your director. This must be a minimum of 2 weeks in advance. Time off should not be submitted prior to 3 months in advance. Please note these are requests, and will not be considered approved until your site Director signs your request. Time off requests are approved on a first come first serve basis. While we try to accommodate everyone's needs and believe time off is important, not all requests can be approved, as coverage and consistency are key components in this field. If you have been denied a time off request and call out for the time requested, you will be subject to corrective counseling, including possible separation from your position.

In the event that you are absent 3 consecutive days or more due to an illness/injury, you must provide medical documentation clearing you to return. Medical documentation can be requested by administration for any unplanned absences from work. Employees must provide a doctor's note clearing them for return.

If you are absent for 1 working day and do not notify your director, you will be considered to have abandoned your job and you will be separated from your position.

Please note consistency is imperative for the program, employees, families and children.

Injury: If you are injured or think you have been injured while working, no matter how slight, you must report the injury immediately to your director in order to protect your eligibility for

compensation and alert Suzy's Little Peanuts Day School of any potential workplace hazards. If you are seeking medical attention, you and your director must report injury(s) to HR.

Bereavement Leave: At the discretion of administration, full-time SLP employees may be allotted Bereavement Leave in the event of the death of an immediate family member. This time will be unpaid unless you have Vacation or Sick time. Please notify your director as soon as possible if you need to take Bereavement Leave.

Jury Duty/Court: If you are called for jury duty or subpoenaed to appear in court as a witness, you may participate in this duty without it affecting your job. Other court obligations must be requested and approved as any other time off request. This time will be unpaid unless you have Vacation or Sick time.

Military Leave: Suzy's Little Peanuts Day School will grant military leave of absence in accordance with applicable law. This time will be unpaid unless you have Vacation or Sick time.

Maternity leave: An employee will be granted to take maternity leave of 4-12 weeks. This leave can be covered with Vacation or Sick time if available. In addition to using earned PTO, employees may sign up for short term disability through Aflac (employees must be enrolled a minimum of 10 months before having a baby to qualify per Aflac policy). Employees must provide a doctor's note clearing them for return. A position will be held for the 12 weeks, after any further leave must be requested and approved in order for a position to be held.

Personal Leave: Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Upper Administration. A position can be held for up to 12 weeks.

Voting: Suzy's Little Peanuts Day School encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours may be allowed to accommodate your right to vote. Notify your director prior to Election Day, if you require any such accommodation.

Emergencies/Safety

Emergency Conditions: Emergency conditions, such as severe weather, power outages, or fire can disrupt operations, interfere with work schedules, and endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for up to 2 days for regular full-time and regular part-time employees (per calendar year). In the

event of an emergency or severe weather your director will notify you of any schedule changes or closures. Please note this is separate from the alignment of supervisory union closures due to inclement weather, please snow day closure policy for more information.

Help keep our workplace safe. It is Suzy's Little Peanuts Day School's policy to provide a workplace free of safety and health hazards. Observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. You must report all observed unsafe equipment, unsafe or unhealthy working conditions, processes or procedures to the immediate attention of your director.

If you encounter another employee who is having a medical or safety emergency, contact 911 & then your director immediately. Do not attempt to assist or move another employee who is having a medical emergency unless you are qualified to do so. Get professional help.

Safe Pickup: Children can only be released to a parent, approved guardian, or someone listed on their pick up list.

In the event that there is an emergency and the parent or approved guardian gives authorization for someone outside of their contact list to pick up - it must be documented in writing. This should state the parents name who gave permission, their signature if possible, and the person's full name who is picking up. Preferable - you should receive this approval in writing via social media or email. Upon pick up - ID should be taken and checked to ensure it matches the name approved, the ID copied, and placed in the child's file.

In the event that the individual responsible for transporting the child is unwell/intoxicated - employees should make note of the car, license number, and probable destination, and then call the police. If possible, delay the parent from leaving without engaging in conflict, while someone else calls. It is imperative employees do not put themselves or the child(ren) in danger while preventing the individual from leaving. This would validate a call to DCF as a mandated reporter.

Mandated Reporting: As a childcare professional you are a mandated reporter of suspected child abuse and neglect. You must complete the Mandated Reporter training during your first week of employment. If you reasonably suspect child abuse or neglect, you are legally required to make a report to our Department of Children and Families (DCF) — within 24 hours of the time you first received or observed information regarding the suspected abuse/neglect. There are forms in the center and that can be found online (these forms will help you have all of the information you need ready when reporting). Any information received/witnessed at SLP reported by you to DCF is an SLP report, so please inform your director as soon as possible. Please remember it is YOUR decision when to report. The center may also make the decision that a report is required. However, you must make your own choice as well!

To make a report: Call **1-800-649-5285** (24 hours a day, 7 days a week).

If a child is in immediate danger, dial 911 or call your local police first. Then, call DCF to make a report. Calling law enforcement is not the same as reporting to DCF. Vermont law provides you with immunity from civil or criminal liability if your report was made in good faith. However, failing to report as required by law can result in criminal prosecution with a fine of up to \$500. Failing to report as required by law with the intent to conceal the abuse or neglect can result in imprisonment for up to six months and a fine of up to \$1,000.

In the event that an employee is accused of abusing or neglecting a child in the program, if applicable we will support the accuser in reporting to DCF. As a program we will complete our own report to DCF and Child Care Licensing. If there is immediate clear evidence that wrong has been done, that is grounds for immediate separation of position. If there is not clear evidence, information will be gathered and determination will be done by DCF and VT Child Care Licensing. Meetings will occur and policies will be implemented, including ensuring the employee is not alone during time of investigation by DCF and VT Child Care Licensing for the protection of children and the employee. Our goal is to protect and support all employees and children in the program.

Emergency Preparedness: Our emergency response plan will be given to you at the time of employment and is also available in each classroom. Please familiarize yourself with this plan for your respective center. Please make sure that children and employees have shoes or slippers on at all times, that you have your classroom’s emergency contacts, attendance and phone nearby at all times, and that your classroom is free of dangerous hazards such as spilled liquid or small toys on the floor in walkways.

Also, please always have your attendance clip board, with children signed in/out accurately and all updated emergency contact information, your classroom phone, and first aid kit with you (this should always be with you, regardless of planned activity or emergency). When leaving the property for walks or other reasons please ensure you have means of communication such as a cell phone or walkie talkie for emergencies.

Benefits

Incentives: SLP rewards our employees for longevity, attendance, work ethic, knowledge regarding the position/regulations, education, and dedication.

All employees must be off of probation to be eligible for ALL benefits.

Successful completion of initial probation (a minimum of 90 Days)	Review PTO begins accruing SLP Swag Eligible for employer contribution to Health Insurance Eligible for Aflac Eligible for paid holidays
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6 months	Review & SLP Swag
1 year	Four Sick Days PTO accrue increase Review and SLP paid lunch of your choice SLP Jacket/Vest Eligible for 401 K

State Licensing Compliance Visit BONUS: If your center receives no violation during the visit, all staff clocked in during the visit will receive a bonus according to their position.

Teacher Associates/Teachers will receive a \$150 bonus, all Assistants \$100, all Trainees/cooks/ subs currently working \$25.

Raises: Cost of living raise of 2%, every year (if budgeting allows) in June for all employees not currently on probation.

Holidays: According to applicable restrictions, Suzy's Little Peanuts Day School will grant paid holiday time off for ALL holidays that we close. This is only applicable to full time employees who are in good standing (not on probation). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would have worked on that day.

To be eligible for holiday pay you must have worked your scheduled hours the entire week of the holiday. In addition, if the holiday falls on a Monday/Friday, then the employee must work the previous and following business day that we are open.

If you have requested time off around the holiday, and it was approved, you will still be eligible for holiday pay. Please note time off around holidays will only be permitted if you have paid time off available to use. If your immediate director approves early departure around the holiday due to low attendance, you will still be eligible for holiday pay.

Emergency Closures: In the event your center must close for the day due to an emergency, employees will be paid. Please note if this occurs more than two days within our calendar year then the following dates will be unpaid.

Snow Day Closures: SLP will close due to inclement weather according to the local supervisory unions. Monitor your center's local supervisory union for updates. Please note we only close according to their closures due to inclement weather, we will open regular time if they have delays. Decisions for closing early due to inclement will be made by SLP administration.

In the event the supervisory union is already closed then SLP will remain open unless administration states otherwise.

Staff will be paid for their scheduled hours for inclement weather full day closures, if they take a 2 hour training from Better Kid Care that relates to their specific role within SLP. Please note most of these Better Kid Care trainings are \$5.00. Employees will pay this, take the 2 hour

training during the specific closed day, and share their certificates with the Director. Upon receipt of the certificate (with date of closure) the staff will be eligible to be paid their regular schedule for the snow day.

Sick Time: SLP provides a minimum of 4 paid sick days per employee’s anniversary for regular full-time employees, which is accessible after 1 year of employment. Year 2, 5 days accrue. Year 3 and beyond, 6 days accrue. Sick time is provided for the purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee’s own illness or injury, and that of a child, parent, or spouse who is ill or injured.

- Sick time is required to be used for call outs, appointments, etc and will automatically be applied and cannot be used for planned time off.
- Sick leave does not carry over year to year.
- Employees who separate from Suzy’s Little Peanuts Day School will forfeit any unused sick time, unless state or local law requires otherwise.
- Be sure to request all time off for appointments a minimum of 2 weeks prior.

All time off taken **will always** be compensated with available & applicable paid time off in hourly increments - please be sure to complete time off forms completely and in a timely manner.

Vacation: SLP provides the opportunity to earn vacation time for all regular, in good standing, full-time employees. Vacation hours are accrued per every 64 hours worked per pay period. If 64 hours are not worked in the pay period then no vacation hours are accrued that pay period, and any available vacation time will be paid to cover the missed time (unless sick time is used or time is unavailable).

Paid time off is available to all eligible staff as it accrues throughout employment, it will be available for use the following pay period from when it is earned.

Vacation benefits will calculated for eligible employees according to the following table (Vacation is earned and applied per pay period):

Length of Service	Hours Earned per hours worked per pay period
90 Day Probation Completion	2 hours earned per 64 hours worked
Year 1 Anniversary	3 hours earned per 64 hours worked
Year 2 Anniversary	4 hours earned per 64 hours worked
Year 3 Anniversary	4 hours earned per 64 hours worked
Year 4-8 Anniversary	5 hours earned per 64 hours worked
Year 9+ Anniversary	6 hours earned per 64 hours worked

All time off taken **will always** be compensated with vacation and sick time when available - please be sure to complete time off forms completely and in a timely manner.

Unused vacation time can be rolled over until it reaches 160 hours or 4 weeks. We strongly encourage you to plan time off and use the time you have earned!

Mental health and wellness should be a priority to all employees while employed with SLP. We encourage staff to use their paid time off to schedule and request both wellness days/vacations. We value your health and safety. Communicate your mental health needs to your Director if support is desired! For assistance finding mental health support visit <https://mentalhealth.vermont.gov/>. For preventative care visit <https://mentalhealth.vermont.gov/prevention-and-promotion>.

Upon termination/resignation of employment, employees will be paid for half of their vacation benefits which have accrued through the last day of work or as required by state law. Please note that unused benefits will be applied to employee accounts before being issued, including past due child care accounts, money owed to the company for training, outstanding loans or any other advances of pay.

Employee Conduct

Computer Use: Use of Suzy's Little Peanuts Day School's computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Electronic Communication: All communications transmitted by, received from, or stored in Suzy's Little Peanuts Day School's computer systems are considered to be the property of Suzy's Little Peanuts Day School. The following apply to use of Suzy's Little Peanuts Day School's computer and telecommunication resources and services:

- No personal right of privacy exists in any file contained within or transmitted by Suzy's Little Peanuts Day School's computers. Suzy's Little Peanuts Day School reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- While Suzy's Little Peanuts Day School understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.

Personal Appearance: Employees have a direct impact on the image of Suzy's Little Peanuts Day School and should appear neat, clean, and dressed appropriately. Any tattoos that are not appropriate to children must be covered. Also, please do not wear perfume or heavily scented lotions or creams as this can bother children who have sensitive skin and/or asthma. Bending, reaching, and spending time on the floor is a big part of your job when working with children.

- Pants must be clean, and if rips are present they must be appropriately located. Rips should not be located higher than 4 inches above the knee.
- Pants/shorts/skirts must fit so that your bottom stays covered when bending and reaching.
- Under garments should never be visible. All clothing should be thick enough, where you cannot see through.

- Shirts can have writing, given they are appropriate for all age groups.
- Shoes are required at all times when working in the center in case of a fire drill.
- Closed toe shoes with back straps must be worn **outside and during gym play**.

Your clothes should reflect the weather. The children play outside in all kinds of weather, and you will be asked to go out as well. In the winter boots, mittens, caps, and coats are required. You may also want to bring snow pants, we get a lot of snow and your pants may get wet while outside in deep snow.

Phone Usage/ Cell Phone Policy: Personal calls should be kept to a minimum and should not interfere with the employee's work.

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. However, there may be times when a cell phone is necessary, these instances will be evaluated on a case-by-case basis.

General Health Standards

Hydration: Drinking water shall be available upon request and offered often to all children. Water bottles/jugs/cups must be taken outside during recess in warm weather.

Nourishment: Meal times vary per site, but meals/snacks are served no longer than three hours apart. We follow all VT Child and Adults Care Food Program and VT State Licensing regulations when preparing/serving food. See CACFP below.

Sanitary: Children shall have their clothes changed when necessary. Parents are responsible for providing children with a change of clothes. Other extras that children can borrow are sometimes available in the office or storage area.

Hand washing

Adults must wash hands upon entering or reentering the building, after coming in contact with messy or toxic substances, before and after handling food/feeding a child, before and after diapering a child, before and after administering medication, when moving from one classroom to the next, after using the bathroom, after handling garbage and after cleaning.

Children must wash hands:

1. Before entering the classroom at arrival.
2. Before coming in contact with food.
3. After eating.
4. Before playing with sensory table items (sand, water etc.) and before using community items such as clay and play dough.
5. After playing with sensory table items (sand, water etc.) and after using community items such as clay and play dough.

6. After messy play (examples painting, stamps, play-dough).
7. After handling any animal.
8. After recess.
9. After coming in contact with germs (examples blowing nose, hands in pants, etc.).

The use of hand sanitizer does not replace washing hands. Children shall never be allowed to use alcohol based hand sanitizers.

Cleaning/Sanitizing/Disinfecting: Each employee will be responsible for all cleaning duties including some monthly duties. Each classroom will have cleaning check lists that will need to be completed daily as well as opening and closing cleaning duties. See below for details:

We use soap/water solutions in spray bottles for cleaning and bleach/water solution in spray bottles for disinfecting. Use the following measurements when filling spray bottles (per manufacturer's directions):

Bleach/water solution: 2 teaspoon of bleach per 2 cup of water,

Dish soap/water solution: ½ teaspoon of bleach per 2 cups of water.

*These solutions must be mixed fresh daily.

Soap/water should always be used first to clean the non-porous surface. Spray surfaces with soap solution and wipe them clean, then spray the surface with bleach solution, and place a paper towel over the sprayed surface. Wait 10 seconds, then use that paper towel to wipe clean. (If cleaning a changing table, allow the disinfecting bleach solution to sit 2 minutes prior to wiping off).

Cleaning and sanitizing of the following items shall be done on the following schedule:

After each use:

- Countertops
- Food service areas and items (bottles, silverware, plates, etc)
- Food preparation appliances and utensils
- Tables/highchairs used for eating shall be cleaned before and after each use
- Plastic mouthed toys
- Changing tables
- Cribs, cots, and mats (if the same child uses the same weekly and it never touches other children/s, this can be cleaned weekly)

Immediately:

- Pacifiers that touch another surface
- Mouthed toys (place in dirty bucket to be cleaned and sanitized prior to putting back

into rotation)

Every Day:

- Uncarpeted floors

At the end of each day:

- Food preparation appliances
- Plastic mouthed toys
- Pacifiers.

- Door and cabinet handles
- Hand washing sinks and faucets
- Countertops
- Toilets and toilet learning equipment
- Diaper pails and trash cans
- Phones
- Light switches
- All floors vacuumed

Every week:

- Bedding (if sent in by parents they should be sent home to be cleaned, if provided by the center these should be put into the center laundry (director should be notified to charge fee)
- Nap bins that bedding is stored in
- Refrigerators

Every month:

- Machine washable toys;
- Dress-up clothes including hats;
- Play activity centers

Every three months:

- Carpets shall be cleaned through a carpet cleaner.

Medications/Injuries/Illness/Accidents

Child Allergies:

- For each child with special health care needs or food allergies or special nutrition needs, the child's health care provider must provide documentation of the need for accommodations when applicable.
- An allergy awareness/special nutrition needs sheet is posted in the cooking area, food serving area, and in each classroom with a cover sheet. **All employees are expected to be familiar with all of the content on the allergy awareness/special nutrition sheet and to abide by applicable items.**
- An employee who is trained in Medication Administration and First Aid and CPR must be on site at all times and sitting with the children at meal times.

Child Medications: Child Care Regulations prohibit us from giving a child medication of any kind unless we have completed and signed a "Permission to Administer Medication Form". All medication must be in the original, labeled container with prescription label. We can only administer medication as directed by the package and prescription information.

The first dose of any new medication must be administered at home to make sure the child does not have any adverse reactions. Only employees that have completed the Medication Administration training can administer medication to children. Always remember the 5 Rights of Medication Administration; the right child, the right drug, the right dose, the right route, the right time.

Suzy's Little Peanuts does not keep medication on site unless a medical plan specifies that certain medication (generally asthma or allergy medication) be kept on site in case of an emergency with the completed and signed "Permission to Administer Medication Form" and an asthma plan or applicable allergy plan completed by a Doctor.

The following procedure must be followed in the event that a medication is to be administered at Suzy's Little Peanuts Day School:

- Medicine should be immediately stored in a locked medicine bag upon drop off.
- Only an employee who has completed the medication administration training can give medication.
- Medication form should be completed accurately and in its entirety prior to the parent/guardians departure.
- When administering medication, the medication administration log should be completed in its entirety. In addition, the amount given, when and who gave it, should be written on the child's daily sheet/app and be recorded in the classroom communication log.
- When administering medication, staff must wash their hands before and after the administration of said medication.
- At the end of the week, the medicine should be sent home and the medication sheet should be stored in the child's file. Children with medication prescribed long term, for allergies etc. can be stored in the facility long term, appropriate paperwork must always be kept with medications and filed when applicable.

Items that do not need to be kept in the locked medicine bag, but still need to be kept out of reach are as follows...

- Sunscreen
- Tick and insect repellent
- Ointments and Creams
- Lotions

Employee Medication: If employees are required to take medication while at work it must be kept locked in the office or in the employee's vehicle. No medication is to be kept in the classroom unless with a doctor's note. In the case that a medication must be kept in the classroom, it should be kept in the classroom's locked medication bag with a proper prescription label and container.

Employee Allergies: If you have an allergy it is your responsibility to make that allergy known to the director, so that the necessary precautions can be taken by the center. All allergies are listed on the allergy report hanging in each classroom.

Child Injuries: Children are active and busy, therefore, it is normal for them to receive scrapes, bumps, cuts, and bruises. As a caregiver, you must be prepared to handle all injuries with a calm demeanor. Once care is provided, please document the accident. If applicable, you should contact the parent and the Director. You must always contact the families if there is a head injury that occurs, no matter how minor. Please note you can contact them via email, app, phone call but if

you do not hear back from the family within 20 minutes then you must contact them again through a different means of communication than the first attempt.

Remember the following when caring for an injured child:

- Your behavior will affect the reaction of the children present. Know that the child's crying not only expresses pain, but also fear, tension, and sometimes even relief. Remaining positive for the child is imperative.
- React to the child by accepting their feelings. This can be by hugging them (with their permission), holding their hand, patting their back. Often all a child needs is to have their feelings validated and mirrored back with statements such as "Oh you look sad" followed by a frown. Tell them how brave they are acting!
- Be honest with the injured child - explain what you are doing.
- Make the treatment a learning situation, if possible. Explain why you are washing the cut, or why the pad on the bandage should not be touched.
- Be aware of the reactions of the other children, and be prepared to help deal with their concerns.

Fully stocked first aid kits are located in each classroom and should be with you at all times.

You are expected to keep your CPR and First Aid up to date at all times. These cards must be kept in your staff file in the office.

Documenting Accidents and Incidents:

Note: All of the proceeding documents mentioned must be completed in their entirety, or they will be returned by the director.

Incident reports: should be completed when the child intentionally puts themselves or another person in physical danger. Notify the director of all reports filed.

- Examples: biting, pushing a child so far that they have the potential to get a bruise/broken bone etc., kicking a child so hard that they are propelled to the ground or onto an object with force, punching someone with a closed fist.

The description must be detailed and include if the incident was provoked, and exactly what happened. Example:

Description of Incident: Susan was making a sand castle in the sandbox, when a friend walked over and hit her with an open hand on her right upper arm. Susan immediately cried and ran to the teacher.

Actions Taken: Susan was given lots of hugs and comfort. Susan was offered an ice pack, but refused to take one.

The incident needs to be objective, meaning that you do not impose what you "think" the child is thinking or feeling.

Example of an observation that is **not** objective:

Emily bit the child sitting next to her because she felt angry that the child took her spoon.

Example of an observation that **is** objective:

Emily was sitting next to a child at the table. The child took Emily's spoon. Emily bit the child on the hand.

If on site medical treatment is necessary:

- In a serious medical injury, designate someone to call 911 per basic first aid and CPR training.
- Notify the director or teacher in charge immediately, so that all of the children in your care can be attended to while you care for the child.
- If the child has a treatment plan, follow it.
- Move the child to an environment that can contain body fluid. **A child should not be moved if there is any possibility that doing so could result in injury.** The areas that should be used are the bathrooms.
- Wear gloves when there is a possibility of coming in contact with body fluids such as blood, spit, vomit, etc.
- Document the accident, injury, or illness and steps taken with times noted.
- The qualified educator shall complete an accident report of any on site medical treatment or accidents and injury that cause blood, pain other than a quick "ow!", or a situation that may need to result in a doctor's appointment (complaining of ear pain, head pain, etc.). With injuries or incidents that are more significant, the family should be notified immediately.
- Clean up after the treatment and make the director aware of any supplies that will need replenishing.

If a child's on site injury resulted in a doctor or dentist visit the director must report it to licensing within 48 hours.

If off site medical attention is necessary for children:

- Stay with or arrange for trained employees to stay with the child and perform necessary medical treatment (CPR, First Aid etc.).
- Reassure the child. Explain what is happening in simple, clear language if they are conscious.
- Notify the director or educator in charge immediately.
- Request someone contact the parents or guardians, if possible, so they can take the child to their own physician.
- If the child is transported by ambulance, the child must be accompanied by his/her educator or the director if the parent cannot be reached. The adult must have the child's medical release authorization found in the Enrollment Contract before a doctor will give treatment.

- Delegate the injury report form or fill it out yourself. The person who fills out the injury report must be the person with the most information about the incident. This form must be filed with the state by the director within 24 hours.

In a serious medical emergency do not hesitate to call 911, they will support you through the crisis and be available to take over the medical care upon arrival.

Illness: If a child becomes ill and cannot comfortably participate in daily activities, is presumed contagious, and meets the guidelines listed in the Suzy's Little Peanuts Illness Policy (found posted in entry ways, classrooms and on our website) - please follow the following:

- The lead educator or director can make the judgment call on whether or not the child should stay at the center.
- The lead educator or director should make all attempts necessary to reach the parents or guardians; if parents and guardians cannot be reached the emergency contacts should be reached. Emergency contacts may pick up children when necessary but must transport them safely using appropriate child seats. (**Don't forget to check the ID of emergency contact or other persons sent by the parents to pick-up a sick or injured child**).
- If a child could be contagious they should be made comfortable in an area away from other children while they are waiting to be picked up. At no time shall a child be left alone.
- Discharge due to illness form must be filled out, detailing return instructions, and signed by the family (or authorized pick up person) prior to departure. A copy should be sent home with the sick child and a copy should be filed.

When contacting a parent or guardian to report on site or off site medical treatment or illness:

- Identify yourself "Hi this is _____ from Suzy's Little Peanuts"
- Give the important information first "_____ got injured and is being transported by ambulance to Springfield Hospital." "_____ fell down and had a two inch cut on her elbow, I cleaned and bandaged it and she seems to be fine now, she doesn't have to be picked up but I wanted to make you aware of it." "_____ threw up, he doesn't have a fever but he does need to be picked up"
- Give the parent the full story (do not name other children remember to keep confidentiality) if they ask for it.
- Tell the parent if you think the child should be seen by the doctor "_____ keeps complaining that his left ear hurts, I just wanted you to know in case you wanted to make a doctor's appointment."
- Remain calm and polite. It is scary for parents to get this information.

Emergency contact sheets are located on/in the clipboard in each classroom and in the office as well. If needed to access the office copy, please ask the Director.

Please remember to DOCUMENT, DOCUMENT, DOCUMENT!

Accident Reports: Accident reports should be written for the child who gets injured. The entire form must be filled out with details about the accident and the care provided.

Incident Reports: Incident reports should be written for the child who caused the injury, or whose behaviors need to be notified to the families, including swearing or obscene gestures, destruction of inanimate objects, etc.

Information Reports: Information reports should be completed when an incident occurs that we think the family should be notified about but is not necessarily an accident or behavioral concern.

Confidentiality: You may only write the child's name on the report if that report is for the child. You may not ever share the name of the child involved in the incident or accident.

What to do with a completed form:

1. Have the guardian of the child sign the form and offer the family a copy.
2. Return the signed form to the office to be filed.

CACFP - Child and Adult Care Food Program

As part of the CACFP we must abide by all rules/regulations per CACFP and State Licensing when preparing and serving food. While on site, all food (including staff food) must be stored/labeled according to CACFP standards (See below).

Prior to food entering the classroom tables, counters, and other surfaces used to serve food must be disinfected. All children and employees are required to wash their hands following proper procedure (see above). If serving food to children - employees are required to wear gloves and hair nets. Prior to serving food items, review food allergies, and ask questions regarding components of the dish if necessary.

When reheating food (NEVER beverages or bottles) in the microwave never use plastic or styrofoam plates, bags, or wraps.

Know that CACFP encourages family style serving. This involves food being passed around the table with serving implements allowing each child to serve themselves with support. All food used in this capacity should be discarded if not consumed.

All food should be labeled upon opening with the date opened and a discard date (6 days for all regularly prepared food and milk - condiments can be kept longer).

All food should be stored properly according to pack or Director instructions.

All food that is expired or soiled should be discarded immediately.

Mealtime should be a pleasant and sociable time for all involved. You are required by licensing to sit with the children while they are eating their meal or snack. Encourage the children to try all

foods but they cannot be forced to eat or drink. Teach manners through example, as well as discussing them while using them.

Please note that it is a licensing violation to be away from the table while children are eating, in case they choke. In addition, someone who is CPR/First Aid certified must be present during meal times.

All food consumed by children under the age of 12 months, and for children who have special feeding needs, shall be documented with food type, amount, and quantity, and reported to the family daily on the meal record form for the specific age group and in PROCARE.

All food prepared for children 12 months and above must be documented completely at time of preparation (this will usually be done by a floater or cook) on the meal record form for the specific age group and meal being served.

CACFP meal patterns must be followed for all meals according to the menu posted by the Director.

For infants receiving breast milk, the breast milk must be stored with a label stating the infant's full name and the date that the milk was expressed. Employees should discard any unfinished and unrefrigerated formula or breast milk after two hours.

Meal count forms must be completed in/for each classroom at time of meal service.

Behavior Guidance

EMTSS (Early Multi-Tiered Support of System): We utilize EMTSS to ensure we provide excellence and equity within a culture of continuous improvement that focuses on successful outcomes for all students. Through EMTSS we collaborate with families, outside support, educators, administration and more to ensure we meet the academic, behavioral, social and emotional needs of all students. In the event children are struggling with schedules, routine, peer interactions, self control, etc, we will communicate with families a process on how to provide the support to improve the situation.

Behavior Guidance: At SLP, physical restraint is never permitted. Discipline is not to be confused with punishment; it is considered to be behavior guidance. The purpose of behavior guidance is to teach children appropriate behaviors. It is also to promote positive social and emotional growth. Employees are to provide a positive model of acceptable behavior at all times. Behavior guidance will be tailored to meet the individual child's developmental level. Our first attempt will always be to redirect children and groups away from problems and toward constructive activity in order to keep conflict to a minimum. The employee will use various positive guidance techniques including Second Step, EMTSS and logical and natural consequences when there are no safety concerns. Absolutely no form of verbal abuse or physical punishment will be tolerated.

If you see a co-worker misuse behavior guidance and/or commit any kind of verbal or physical abuse, please intervene, contact your administration and in circumstances that require reporting to DCF (see mandated reporter section).

Please use the following behavior policies for a guide on how to deal with unwanted behavior.

BEHAVIOR POLICY

When communicating to a child...

- Crouch or kneel to be on their eye level
- Appropriate tone (no yelling/shouting)
- Do not talk to the child across the room, relocate to be with them and on their level
- Discuss actions and how to resolve the situation/problem in the appropriate way
- Ignore negative behavior when possible
- Use positive reinforcement for positive behavior.
- If none of these work, have the child go to a calm down space and take space until they are ready to rejoin the group.
- Always talk through the situation and use it as a teaching moment to help the child handle their emotions/feelings.

For hands-on behavior, the child is to be separated from the other children immediately to take a body break with a teacher or to a calm down area. Once calm, the teacher will discuss the behavior with the child and discuss what she/he can do next time they are frustrated/angry/sad etc. Then proceed to guide the child to “make it better” with a choice of theirs. Depending on the situation they may need to be redirected to a spot of their own interest instead of immediately reentering the current classroom activity. An incident report must be completed.

For behaviors that persist and children are unable to gain self-control, alone time with the child is recommended. Go to a calm area in the classroom, just you and the child and find an activity to get their mind off the negativity he/she is feeling. Have the activity be something they can do alone and have an interest in, such as: read a book, use legos, a puzzle etc. Then once calm, figure out what triggers the feeling and make a positive plan to avoid it and/or what the child can do if that situation occurs again. An incident report must be completed.

In a situation where the child is escalating with violence remove the other children from the room if possible, as quickly as possible. We want all children and employees to feel safe at our center. Acting quickly in a situation could save a child or employee from being hurt or from feeling unsafe or threatened. Be sure to contact the Director for advice on next step.

If the Director deems it necessary to send the child home then they should add to the incident report that the child was sent home, why and that they can return when an agreed upon behavior plan is in place. See behavior plan document for process.

Physical Restraint: Physical restraint is never permitted.

Sleep and Rest Accommodations:

Naptime for children 2 years and older: Mats or cots should be set up so that there is the least amount of interaction between children and that all children are visible. Mats/Cots should be 3 feet apart or a barrier must be set up in between the children. Mats/Cots need to be covered by a crib sheet or blanket; children may not lie directly on a mat. Quiet times vary slightly based on classroom routines, but can fall between 11:30 – 2:30. The shades are to be closed, lights dimmed and you may play quiet, relaxing music of your choice (as long as the lyrics are appropriate for children). Please do not allow children older than 2 to sleep longer than 2:30. *Lighting should not be so dark that you cannot see upon entering the classroom.*

All children are given the opportunity to rest and nap, those that do not fall asleep should be allowed to participate in a quiet activity while the other children nap. Your classroom may have a specific routine for children who do not nap, so be sure to speak with your co-teacher about this. Children need at least a sheet for the nap mat/cot and may bring a blanket and small comfort item from home for naptime. Nap bedding/cots/mats should be cleaned according to the cleaning schedule found above.

Children 2 years old and over are not permitted to have pacifiers at any time.

Sleep time for Infants: Infants must be allowed to sleep as needed. Infants under 12 months old cannot have anything other than a fitted crib sheet and pacifier in their cribs and placed on their backs to sleep. All children above 12 months old can have an additional blanket and small comfort item, and must be moved to a mat or cot for napping. All infants should be physically observed while sleeping, at minimum every 15 minutes in addition to maintaining proper supervision.

Regardless of the age of the child in the crib, no items other than fitted crib sheets are permitted in cribs.

Children can wear sleep sacks that allow arm movement.

Classroom/ Care Procedures

Daily Classroom Schedule: Schedules should be posted in the classroom and should include times & detailed activities (including but not limited to potty times, circle time, meal times, outdoor times, rest times and more). These schedules should be followed daily. Please see the curriculum handbook for more information.

Physical Needs of Children: Parents and caregivers are often concerned with the physical needs of their children when they are in care. They want to pick up a child who is visibly clean and who has not soiled multiple changes of clothing unnecessarily. For this reason and to keep children comfortable please use the below as a guide:

- When going outside children must be dressed suitably. In winter they must wear snow pants, coats (sweatshirts over short sleeves), boots, mittens and hats that cover the ears of the child. **To promote self-help skills children who are developmentally ready (most toddlers can do this) should be encouraged to get themselves ready for outdoor play using a visual chart.**

- Children should always wear closed toe shoes, and be dressed appropriately for outdoor weather/ play.
- If a child's clothing becomes messy from either a toileting accident or from messy play, please make sure to change the child's clothing and use a plastic bag to contain the messy clothing. All dirty clothing in bags needs to be labeled with the child's name and left in their cubby. Please notify the person picking up the child of why they are changed and remind them to take the soiled items home.

Center/Classroom Safety: All classroom/age staff to child ratios and group sizes must be maintained at all times, inside, outside, during transitions, etc. All employees are responsible for the safety of the center and the classroom in which they work. Employees are responsible for keeping sharp or otherwise dangerous items out of reach of children at all times. This includes scissors, staplers, pencil sharpeners, staples, push pins, etc. We use these items frequently and we all need to be aware of where they are kept. The classroom must be inspected by the teacher who first arrives, at the end of free play, after naptime and whenever a threat of safety is present in the classroom (example, after a teacher staples projects). The following shall be checked during a safety inspection:

- Electrical cords that are being used are wound up to leave less exposed cord and taped down.
- All outlets should have outlet covers if empty.
- Paths for walking are clear and floors are free of debris including toys not being used. Things to look for -small wads of paper, rocks, balloons, marbles, buttons, choking hazards etc.
- Liquids and foods that are hotter than 110 degrees are kept out of children's reach.
- Floor spills are wiped up immediately.
- Trashes are emptied and removed from the classroom as soon as they are full. Trash can lids are kept clean and on the trash can.
- All toys are in good repair and do not pose any threats of safety (pinching fingers, choking hazard etc.) - if broken they should be immediately put in the trash or removed from play and notified to someone who can come remove it.
- ALL cleaning supplies (including but not limited to bleach/water solution & soap/water solution spray bottles) are kept out of reach of children at all times.
- Emergency contact information for all children posted (with cover sheet) by the classroom phone includes, parents' work and home numbers, emergency contacts, health care providers and dentists. As well as in/on the clipboards.
- The following numbers must be posted by each phone and be included in the cover sheet for emergency child information- Fire, Police, Ambulance, Poison Center, 911 Address and directions to the facility, Number for reporting suspected abuse or neglect, Child Care Services Division, all employee and subs phone numbers.
- Fire evacuation plans and emergency response plans must be clearly posted in all rooms and hallways.
- Employees must read and become familiar with the evacuation and emergency plans.
- Teachers are required to teach safety lessons to the children in areas such as fire safety, poison, pets, etc. throughout the year. Including monthly fire/evacuation drills performed

by the Director (these will primarily be unannounced to ensure proper response to emergencies).

- **Do not allow a child to leave the center with anyone other than those people listed on the emergency contact information sheet, please ID anyone who have never been seen before.**
- When walking with children (this includes walking to the playground).
 - Employees should count children at each enter/exit point.
 - The children must walk in a line
 - A teacher must be at the front and back of the line. If there is only one teacher, the teacher should lead the line and consistently look back and maintain constant supervision and control of the line.

Outdoor Safety: Early Childhood Educator Supervision Rules

1. Do a safety check of the space at the start of play. Broken toys should be immediately placed dumpster. All climbing/ play items and structures should have a safe fall zone and free of toys or other hazards.
2. First aid kit available with class at all times.
3. Emergency contacts for each child with staff.
4. Clipboards with sign-in/out for each classroom with class at all times.
5. Zoning method of supervision must be used (1 employee in each different area of the playground/gym. No standing together. One employee in the front of the line and one in the back).
6. Follow the weather chart - Green indicates safe weather to play. Yellow indicates to proceed with caution -lessen your time outside. Red indicates it is unsafe to go outside. Refer to your Director for outdoor decisions.
7. Be sure children are dressed according to season/temperature.
8. Employees must be interacting with children.
9. Follow maximum playground time based on age of children and weather restrictions.
10. Staff: Child ratios are maintained.
11. For under 12 months old, they should still be eating and sleeping on cue and adjustments to the schedule should be made.
12. Center phone must be on the playground.
13. Sunscreen must be applied before playing outside EACH time you go out.

Playground Rules for Children

1. Sand in the sandbox and on the ground- digging should be done in sandbox, not under swings/geodome etc. The sandbox should be covered when not in use.
2. Bikes on the cement/or designated area
3. Leave wood chips on the ground. These should be raked often to keep sufficient padding should a child fall.
4. Garden boxes, stairs, gates or fences are not for climbing.
5. Standing on or twisting on the swings is not permitted.
6. Adults only push swings.

7. Children are required to return inside each hour for toileting, diapering, and water breaks. This time should be shortened to 45 minutes when the weather is in the yellow on the weather chart.

Playground Inspection (must be done daily)

Performed by first employee on playground - refer to Playground Safety Document

1. Check to make sure all gates/doorways are closed and latched properly.
2. Check safety of swings-seats, chain cover, wear and tear on metal to wood connectors
3. Inspect sand and ground for broken toys, unsafe things, trash, etc.
4. Inspect toys for safety.
5. Inspect equipment for rough edges, splinter pieces, wear and tear, etc.
6. Rake wood chips under the swings to a minimum of 9 inches.
7. Sweep cement bike areas.

If anything is questionable it must be removed from the playground for inspection by the director.

Winter hours-all children need to be inside by 4:15pm. The director will inform employees when the winter hours start.

Diapering

Children using diapers or pull-ups shall be checked frequently for urine or feces, at least every 2 hours, upon awakening and changed when needed. Diapering shall take place on a diaper table, diaper mat or in the bathroom.

1. Prepare for diapering

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready:

- The changing table or pad shall be dry from the previous sanitation.
- Enough wipes for the diaper change (including wiping the bottom and hands after taking the soiled diaper away from the child's skin).
- A clean diaper, plastic bag for soiled clothes, and clean clothes if soiled clothing is anticipated. These shall all be kept within arm's reach of the changing table.
- Non-porous gloves, a dab of diaper cream on a disposable piece of paper or tissue if cream is being used.

Supplies should have been removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.

2. Diapering Procedure

- Prepare for diapering as indicated above.
- Place the child on the diapering surface. Always have one hand remaining on the child. Remove clothing to access the diaper. If soiled, place clothes into a plastic bag.
- Remove soiled diaper and place it into lined, hands-free trash containers. To limit odor, seal in a plastic bag before placing it into the trash container.
- Use wipes to clean child's bottom from front to back
- Use a wipe to remove soil from employee's hands

- Use a wipe to remove soil from child's hands
- Throw soiled wipes into lined, hands free trash container
- Put on clean diaper and redress child
- Place the child at the sink and wash hands following the "hand washing procedure" found by each sink.
- Spray diapering surface with sanitizing solution and wipe. Spray diapering surface with disinfection solution and wait more than 10 seconds before wiping with a disposable towel or allow it to air dry. It should be noted the recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay for at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.
- Employee washes hands using the "hand washing procedure," without contaminating any other surface.
- Toys that are played with or objects that are touched, while child's diapers are changed, must be put aside to be sanitized.

Volunteers:

Any legal guardian wishing to volunteer at a family event or chaperone a field trip are welcome to sign up via the field trip permission slip.

Non-legal guardians must receive a full background check clearance and complete volunteer paperwork prior to being considered for a volunteer position.

Field Trips: Throughout the year toddler and preschool aged classroom teachers can schedule field trips. You will use the field trip planning packet to plan and schedule field trips. We use the SLP van to transport children. Children are required to have returned and completed field trip permission slips prior to leaving SLP.

Children attending, educating staff, chaperones, and driver are all accounted for in field trip notebook log prior to departing. Attendance of children is taken throughout the field trip and upon return to the center.

Car Seat Policy: In preparation for a field trip, a family member or an SLP employee will install all car seats into the SLP Van.

Staff are to remove car seats are removed immediately upon returning to the center.

Curriculum: A detailed blueprint to achieve outcomes through specific activities, defined methods and listed materials. This should be a road map to assist learning in desired outcomes, while maintaining a fun and safe environment.

Curriculum is required to be planned a month in advance and prepared 2 weeks in advance. There is a standardized curriculum available to be utilized or qualified employees can create their own and are required to follow Vermont Early Learning Standards, STARS, DAP, SLP policy EMTSS and State Regulations. The curriculum is intended to be fun, stimulating, and educational to the different age groups we educate. Curriculums should include space to add current specific interests of children.

On average, educators have one hour each week (if staffing and ratios allow) to complete any prep required to implement our curriculum. This opportunity is available during rest times, which can be up to two hours. At the Director's discretion teachers may have time off the floor given nap time is proven to be inadequate.

Please refer to our Curriculum Handbook for more information.

Acknowledgment and Release Form

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by Suzy's Little Peanuts Day School. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of Suzy's Little Peanuts Day School other than its Administration has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by the administration shall not be enforceable unless it is in writing and signed by both a member of administration and myself.

No employee handbook can anticipate every circumstance or question about policies. As Suzy's Little Peanuts Day School changes, the need may arise to change policies described in this handbook. Suzy's Little Peanuts Day School reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, Suzy's Little Peanuts Day School will notify all employees of such changes, and they will be applicable even if I have not signed a new Acknowledgement and Release Form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Employee Full Name

Employee Signature

Date