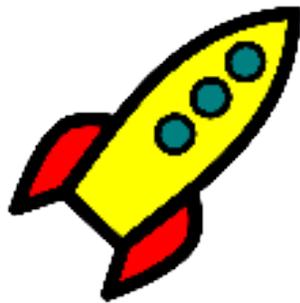


Kidz Rocket Learning Center



EMPLOYEE HANDBOOK (1.0)

2019

KIDZ ROCKET 1

15015 Westheimer Rd
Houston Tx, 77082
281-497-5439
Fax:(281) 710-0157
Mon-Fri 6:30-7:00
Licence #1512977

KIDZ ROCKET 2

15655 Westheimer Rd
Houston Tx, 77082
281-506-8282
Fax:(281) 710-0157
Mon-Fri 6:30-7:00
License #1587296

KIDZ ROCKET 3

8610 Synott Rd.
Houston Tx, 77083
281 -741 -5645
Fax:(281) 710-0157
Mon-Fri 6:00-7:00
License# 1637644

KIDZ ROCKET 4

9103 Sugarland-Howell Rd.
Houston Tx, 77083
281- 530- 4458
Fax:(281) 710-0157
Mon-Fri 6:00-7:00
License# 545306

Disclaimer

-This handbook is not an employment contract-

The information contained in this Employee Handbook is intended to provide an overview of Kidz Rocket's personnel policies and does not represent all procedures or policies in effect. All provisions in this Handbook are subject to change or revision in order to comply with applicable local, state and federal laws. Any provision that may become unlawful under subsequent laws shall become void and unenforceable. The Company reserves the right to revoke, change, modify, amend, supplement or rescind any policy or practice in whole or in part, as it deems appropriate at its sole and absolute discretion at any time without prior notice to employees. All changes will be issued in writing to each employee as soon as possible after adoption. The policies and procedures outlined in this Handbook are to be used only as a guideline, and will be applied at the discretion of Kidz Rocket. Kidz Rocket reserves the right to deviate from the policies and procedures of this Handbook.

No policy contained herein is intended as a guarantee of continuity of benefits, rights or privileges or as a guarantee of employment. This Handbook is for informational purposes only and therefore cannot be construed as an enforceable or binding contract, nor should it imply any kind of contractual obligation of employment for a specific term or terminable only for cause. Under no circumstances is this Handbook intended to be construed as an Employment Contract or an offer of an Employment Contract.

Kidz Rocket makes no promises of any kind in this Handbook. Regardless of what the Handbook says or provides, Kidz Rocket remains free to change wages, job descriptions and other working conditions without having to consult anyone and without anyone's agreement. Kidz Rocket maintains the absolute right to terminate anyone at any time, as the management considers appropriate.

Hereafter the word "We" throughout the handbook refers to the company.

Introduction

You are now a team member of a Company that strives for excellence and stands behind its philosophies, which are summarized in the statement, “Professionals specializing in quality childcare.” Our success is due to the commitment of people like you to their jobs and the Company.

This Handbook has been prepared to introduce you to our Company. It will acquaint you with the policies and benefits as well as our expectations of you as an employee. This Handbook does not necessarily represent all procedures or policies in force.

The information in this Handbook applies to all employees of Kidz Rocket. The contents are presented as a matter of information only and should not be interpreted as a contract between the Company and any of its employees.

Please read this Handbook carefully. One of your first responsibilities is to become familiar with its contents. However, this Handbook is only a summary of our policies; please review it with your supervisor if you have any questions.

Remember, a question can only be answered if it is raised, and unsatisfactory conditions can only be improved if they are made known to the proper person. Therefore, do not keep your concerns to yourself – bring them to your supervisor’s attention.

CHANGES IN POLICY

Because our business is constantly changing, we expressly reserve the right to revise any of our policies, including those covered here, at any time. We will notify you of these changes by posting them or by other appropriate means. Changes will be effective on the dates determined by the Company and you may not rely on policies which have been superseded. If you are uncertain about any policy or procedure, please check with your supervisor. We reserve the right to update and modify the Employee Handbook at any time. If any policy is determined to be illegal, that policy shall immediately become void without affecting the validity of all other policies. When the Company changes a policy, it overrides the past policy.

Welcome to Kidz Rocket!

On behalf of management and your fellow colleagues, we are excited that you have joined the great group of people who have made Kidz Rocket the school it is today. We consider each of our employees a valued asset in the operation of the business and strive to make our Company the best possible place to work. Your efforts and teamwork will contribute to helping us achieve this goal. We welcome you as an integral part of a professional organization committed to providing superior childcare to the community.

ACCIDENTS

Our goal is to provide safe working conditions for all employees and to minimize injury and illness, property loss, and business interruption due to accidents. We expect all workers to strive to prevent accidents. You should report any unsafe working conditions to your supervisor immediately. The management team will investigate reported accidents and take corrective action as necessary to prevent future accidents.

Regardless of how insignificant an injury may appear at the time of occurrence, you should notify your supervisor immediately. You are also required to fill out an accident report and have it signed by a member of management. The report will become part of the Center's record.

You are not allowed to scoot, carry or pick-up any type of equipment or children (with the exception of the Infants and Toddlers rooms). If anything weighing more than 30 pounds requires to be moved, you will contact a supervisor and they will make arrangements to safely move that item.

All employees are covered by Workers Compensation and must seek treatment for accidents and injuries as required by the Carrier's plan.

ATTENDANCE

Kidz Rocket has a no-fault attendance policy. That means that there is no such thing as an excused absence or tardy unless the reason is protected by law.

Regular attendance and punctuality are essential to the proper operation of any business. Due to the nature of our business, it is imperative for all employees to

report to work on time every day. Consistent attendance and punctuality help you to establish a professional image and increase your opportunities for advancement. Kidz Rocket must adhere to state-regulated staff-to- children ratios; when an employee is absent for any length of time, it creates an imbalance that is almost impossible to correct. Unlike many businesses, your work cannot wait for your return. Someone must always be with our children, and you have accepted this responsibility.

If you are unable to report to work or will be late, it is your responsibility to notify the Director or Manager on Duty at least three hours before your shift begins. You should be prepared to substantiate the reasons for your absence. Notification from a relative or another employee is not acceptable. If you call, but are unable to reach the Director or a Manager, continue calling until you make contact. Last resort text (713)501-2503.

Allotted Sick Days and Vacations

It is absolutely imperative that you schedule personal appointments during your breaks or your scheduled days off. We must have at least two weeks written notice if you require an unscheduled day off. Requests for time off can be denied due to staffing concerns and/or excessive requests.

Misrepresentation of your reason for being absent or tardy will result in disciplinary action up to and including termination.

There is a total of five (5) sick days-off allotted to Kidz Rocket employees for every one whole working year; however they cannot be combined with each other or the allotted annual vacation days, unless approved by HR Department.

We reserve the right to require a physician's note and return to work release form when an employee is out sick.

Employees after three (3) months probation, are given five days unpaid vacation days off, with proper written requests in advance. After six (6) months of employment, for every three consecutive months of working, another two unpaid vacation days are earned, which can be combined to get to a total nine days for every working year; and they are to expire every year.

Absenteeism or tardiness, even when reported, that is judged to be excessive by the management team will be subject to disciplinary actions up to and including immediate termination of employment. Unsatisfactory attendance will have an adverse effect on any promotion/raise considerations. Three tardies equal one absence. If you report to work 30 minutes or more late, it is considered one absence.

No Call/No Show will not be tolerated. Any employee who fails to report to work or call to report an absence will terminate their employment by job abandonment which is considered voluntary resignation.

AUTOMOBILES

Kidz Rocket assumes no responsibility for loss, property damage to vehicles or theft of articles from vehicles while on Company workplace premises. Additionally, all vehicles parked on Company workplace premises are subject to searches when there is reasonable suspicion of wrongdoing. Failure to give permission to the search could result in termination.

PARKING CONDITIONS:

Kidz Rocket provides the parking lot for your convenience. As a courtesy to everyone who uses the lot, please park correctly within your space. Also, please respect our clients by allowing them to use the spaces closest to the building. Center rules, such as those governing loitering, soliciting, possession and consumption of alcohol, smoking, and possession of firearms, apply to the parking lot.

DRIVER POLICY:

Employees assigned to driving duties ("drivers") must adhere to the following criteria:

- Drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties.
- Drivers must maintain a clean driving record, i.e., they must remain insurable under our Company's liability insurance policy.

Any employee driving a Company vehicle or driving any vehicle on Company business must observe all safety, traffic, and criminal laws of this state. No employee may consume alcohol, medication or substance that causes impairment in a Company vehicle (regardless of whether they are driving or are a passenger), while on Company business, or prior to their shift if such consumption would result in a detectable amount of alcohol/drugs being present in the employee's system while on duty. No driver may pick up or transport non-employees while in a Company vehicle or on Company business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that could place the lives or property of others at risk is prohibited. Drivers are subject to Drug/Alcohol testing at any time at the discretion of the Company.

A driver who receives a traffic citation or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform an appropriate supervisor immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to an

appropriate supervisor. In both situations, the matter will be reported to the Company's insurance carrier so that a prompt decision on continued coverage of the employee can be made.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment.

BACKGROUND CHECKS

Employment is contingent upon the results of a background/FBI Fingerprint checks conducted on potential employees after the offer of employment is made. The purpose of the background/fingerprint check is to ensure that individuals have honestly represented themselves on their application and resume. Background checks are submitted to the Texas Department of Family and Protective Services upon hire and resubmitted every two years on current employees.

Any applicant who provides misleading, erroneous or deceptive information on the application form, resume, or during the interview process will be immediately eliminated from further consideration for employment.

CODE OF CONDUCT

The following code of conduct is intended to provide guidelines for the professional, ethical, and legal behavior the Company expects of our employees. Kidz Rocket strives to maintain high standards of conduct for our employees. Employees who do not adhere to such high standards will be subject to disciplinary actions up to and including termination based upon management's determination of the seriousness of the violation.

- Employees should strive to conduct all business with honesty, fairness, integrity, competence and quality.
- No employee should knowingly permit any business matter to occur that is unfair to the Company and/or its customers.

Reporting Violations

Employees who suspect violations of the Company's Code of Conduct are required to report their concerns to their supervisor. All allegations of improper or illegal behavior will be investigated promptly, thoroughly, and with a reasonable effort to

maintain confidentiality. No adverse action shall be taken against any employee for communicating concerns in good faith.

ETHICS

- Every employee of Kidz Rocket is obligated to hold in strict confidence any information and knowledge that he/she may acquire concerning the financial affairs, transactions, procedures, records and business of the Company.
- Every employee must strive to become a dedicated child care professional who strives to obtain the education and experience needed to do their job well.
- Every employee must endeavor to promote goodwill between Kidz Rocket and the community.
- Employees are expected to conduct themselves in a way that will promote the high quality and professional image of our organization.
- Every employee is expected to behave in a way that will help us to meet our goal of customer satisfaction.

CODE OF CONDUCT (pg. 2 of 3):

Offenses Meriting Immediate Termination:

There are a number of types of employee misconduct or malfeasance that may result in an employee's immediate termination, for a single violation without warning. No list of rules will cover every situation that can arise. Examples of such misconduct include, but are not limited to, the following:

1. Being absent from work and failing to call in before the start of your shift
2. Inappropriate or unauthorized removal, assisting in the removal, having in your possession, or converting to your own use property, items of value, or money belonging to the Company, customers, vendors or other employees without the owners consent
3. Insubordination, argumentative reluctance, refusal to perform assigned tasks, disrespectful conduct such as lying or cursing at another staff member

4. Fraud or embezzlement
5. Physical assault on employees or others on Company property
6. Fighting, intimidating or threatening violence on Company property
7. Personally using, possessing, consuming, distributing, selling, or reporting to work under the influence of any alcoholic beverage, controlled substance, intoxicants drug or hallucinatory agent during working hours
8. Dishonesty, lying, tampering with or improperly altering or falsifying Company documents and/or information
9. Possession of dangerous or unauthorized materials, firearms or any type of weapon
10. Leaving children unattended/unsupervised
11. Inappropriate discipline of a child: pinching, spanking., pulling hair or any other rough handling including verbal abuse
12. Indecent behavior

Although there is no way to identify or compile a list of every possible violation or action which might result in disciplinary action, examples of misconduct which may subject an employee to disciplinary actions up to and including discharge include, but are not limited to, the following:

1. Excessive absenteeism or tardiness
2. Engaging in conduct that is detrimental to the development of a cooperative "team" work environment or otherwise disrupting harmonious working relationships
3. Failure to perform assigned duties in a satisfactory manner or conduct or refusal or repeated failure to follow the business rules, or standards
4. Violation of Kidz Rocket's policies or procedures
5. Use of supplies, materials, equipment or premises for personal business or profit without specific permission from management
6. Giving confidential Company information to unauthorized persons
7. Failure to comply with safety and health rules and regulations

CODE OF CONDUCT (pg. 3 of 3):

8. Threatening, intimidating or coercing any employee on or off the job
9. Sexual or other unlawful harassment
10. Negligence or carelessness in caring for children or resulting in injury to another staff member
11. Witnessing inappropriate discipline or rough handling of a child, theft, violations of Company rules, obvious acts of violence, use of illegal drugs or alcohol, threats or rumors of threats involving violence to the Company or its employees and not reporting it
12. Taking properties or monies of the Center or other people; or personal use of Company property or the property of any employee without the owner's consent
13. Malicious mischief including gossiping, horseplay, profanity or loud, wild or disruptive, disorderly or immoral conduct on the premises

14. Use of profane or abusive language
15. Destruction or damage of the Center and related properties
16. Refusal to follow proper directives from the supervisor
17. Conduct that is detrimental to Kidz Rocket good standing in the community or to the center's operation
18. Accusation or conviction of law violations which relate to moral turpitude, child abuse, or matters pertaining to the physical well-being of any person
19. Falsification of time records or completing the time record of someone else
20. Posting unauthorized or improper items on the Center's bulletin board
21. Sleeping on the job
22. Intentionally giving any false or misleading information to obtain employment
23. Failing to be at your work area, ready to begin work promptly at the time your shift begins
24. Being a disruptive influence, spreading rumors, failing to cooperate, or showing lack of respect
25. Violation of standard customer relations practices
26. Wasting, destroying or misusing Company material, time or property
27. Committing an unlawful act on or off Company property which discredits the Company in any way or which is related to the employee's ability to do his job
28. Failure or refusal of an employee to cooperate in a Company investigation
29. Providing managerial or consultation services, or serving as an associate for any outside concern which does business with the Company or is in a competing business, except with a Company officer's prior knowledge and written approval
30. Working unauthorized overtime or working time before or after business hours of 6:30am-6:30pm - Monday-Friday

Employees should understand that discipline may start at any step depending upon management's determination of the severity of the offense.

COMPENSATION

(GENERAL WAGE AND SALARY POLICY)

Salaries are based upon education, responsibilities, and experience. Each employee is considered individually. Salary reviews and/or requests for raises will be on an annual basis only, that is, 12 months from your last review. Reviews will be given during the anniversary month of your date of hire. Raises are awarded upon merit, attendance, professionalism, attitude, quality of work, efficiency, neatness, accuracy, cleanliness, and willingness to do your best. (Raises are not guaranteed on a yearly basis.) Raises may be awarded by increase in pay or reduction in the amount you pay for childcare. Raises and promotions are based on job performance.

Questions pertaining to your wages should be referred to the HR Department.

Wage Deduction Authorization: Before a deduction (other than those required by law) can be made from your payroll check, you must authorize the deduction in writing. Deduction authorization forms are available in the office. Your final paycheck will be subject to set-offs and deductions for any amounts due or owed pursuant to legal requirements and to the wage deduction authorization agreement.

- Books and supplies not returned will be reimbursable to the Company, and deducted from employee's last paycheck.
- Employee's childcare will be deducted from their paychecks, if not paid by Wednesday of each week.

**** Kidz Rocket does not give cash advances! No Exceptions!! Effective 3/15/2019**

Kidz Rocket will not pay wages to any employee at a rate less than the Company pays employees of the opposite gender for work that is substantially equivalent requiring comparable skills.

You must clock-in and out for all hours worked. You are prohibited from working "off the clock" (i.e., you are not permitted to take your work home). Employees will not do any work prior to the start of the business day, during authorized breaks, meal periods, or after the normal workday ends.

COMPLAINT PROCEDURES

Under normal conditions, if you have a job-related concern, problem, question or complaint, you should discuss it with your supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level. Discussing concerns with another staff member will not resolve the problem, or change the policy; all it will do is start another problem. Experience has shown that the vast majority of complaints can be worked out between the employee and their supervisor.

Depending on the seriousness and nature of the problem, an investigation may be conducted into the complaint or problem if Management deems it warranted.

If the situation is not resolved within five-to-seven business days after bringing it to the attention of your immediate supervisor, you may present your case, orally or in writing, to your next level supervisor or the Company owner. If the complaint concerns your manager, you may report the situation to any staff member with management responsibilities. We will review the matter and take care of it to the best of our ability.

Our policy includes protection from:

- Discriminatory practices in the workplace
- Retaliation for exercising your legal right to grieve in good faith

Any employee who lodges a complaint can do so without fear of retaliation. All complaints will be handled in a confidential manner. Complaints can be handled through communication, investigation, follow-up and/or remedial action.

Employees are required to report illegal activities and to file a complaint if they believe they have been penalized for exercising their legal rights.

CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and success of the business. By accepting employment with Kidz Rocket, you are agreeing that you will not reveal business trade secrets and other confidential information to others, and that you will not use such information to the detriment of the business and/or its employees, vendors and customers. This confidentiality agreement is in effect not only while you are employed by Kidz Rocket, but continues indefinitely afterwards.

Employees who have access to records and other personal information about customers and other employees, including proprietary information, financial data, trade secrets, and intellectual property to which the Company holds rights, must not discuss this information with anyone else. Any information that would damage our business if it became public knowledge or was disclosed to a competitor is considered a trade secret.

Employees may not discuss proprietary information with other Company employees in any public place where it is possible to be overheard. Employees are expected not to, directly or indirectly, reveal, report, publish, or disclose confidential information. Employees must understand that it is not only their duty to protect the Company's trade secrets, but a legal obligation that remains in effect even after an employee has left the Company. The Company is ready, willing, and able to enforce this obligation if necessary by court action, including but not limited to, seeking legal action, injunctive relief, monetary damages or criminal prosecution. Employees are required to sign a non-compete agreement as a condition of employment.

The Company will seek to safeguard personal employee information to ensure the confidentiality of such information. Information regarding an employee's salary, length of service or performance, medical history, and other personal information is considered confidential. Confidential employee information is maintained in a safe and secured location, and shared only as required with those who are authorized to access such information. Only authorized employees may have access to such files. Personnel files are the property of the Company and access to

the information contained therein is restricted. Information provided for job references is restricted to the employee's name, title and dates of employment.

Employees are advised that the Company reserves the right to monitor telephone and computer usage during the ordinary course of business.

Each employee is responsible for notifying management of changes in address, telephone number and/or family status (births, marriage, death, divorce, legal separation) for tax purposes.

Employees are prohibited from discussing medical information pertaining to another employee. Any employee who violates our Confidential Information policy is subject to discipline, up to and including discharge and legal action, even if they do not actually benefit from the disclosed information.

CONFLICTS OF INTEREST

We expect employees to avoid activities that create a Conflict of Interest with their responsibilities to this Company. The Company also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent this Company.

Conflicts of Interest are not easy to define. In general, they represent situations in which an employee's activities could conflict with the employee's responsibilities to the Company or to others with whom it does business. An actual or potential Conflict of Interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or a relative of an employee as a result of the Company's business dealings. The Company recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his/her employment. Each employee also has an obligation, however, to refrain from activities that conflict or interfere with the Company's operations. You should, of course, always refrain from any activity that would be a Conflict of Interest or cause the appearance of a Conflict of Interest. This includes your dealings with our vendors, the public, and our competitors.

The Company reserves the right to determine when an activity conflicts with the Company's interests and to take whatever action is necessary to resolve the conflict. If necessary, this action can include terminating the employee. Employees who are aware of Conflict of Interest policy violations are obligated to report them to management immediately. Those who fail to do so will be subject to discipline. It is not necessary for an employee to observe the normal chain-of-command procedures when reporting a Conflict of Interest. Confidentiality of all employees reporting conflicts of interest will be protected to the extent covered by law.

Various circumstances and relationships which may constitute a Conflict of Interest include but are not limited to:

- Outside employment or investment in a business owned by a vendor, client or competitor
- Personal dealings with vendors, clients, or competitors
- Interactions that may damage the credibility or integrity the Company
- Disclosure or use for personal gain of any information that is unavailable to the public

Moonlighting/Outside Employment:

Employees may decide to seek employment outside their regular working hours. The company has no objection to this when it does not interfere with the performance or attendance of the employee. You must disclose outside employment to your supervisor.

COST CONTROL

Kidz Rocket can remain in business only if we can continue to increase enrollment to ideally reach our capacity. Keeping costs down is more effective than raising tuition for it makes us more competitive. Employees are in a position to assist the Company with cost control by minimizing waste of products and supplies necessary for the operation of our business.

We are also open to suggestions on how to make our Company more efficient. Employees who have suggestions should take them to their supervisor who will bring the suggestions to the attention of the appropriate personnel.

Employees are prohibited from:

- Misusing, destroying, or damaging Company property
- Clocking in more than three minutes early or clocking out more than three minutes after their shift ends (Supervisors must initial all early clock-ins and all late clock-outs)

DEFINITIONS OF EMPLOYMENT STATUS

Employees of Kidz Rocket are employed on a flexible schedule and are apt to work any given hours during our operating hours which are Monday through Friday, 6:30 a.m. to 6:30 p.m. This flexible schedule includes lunch breaks, which may also change on a daily basis. Please be aware that, due to the nature of our business, your required work schedule is subject to change at any time without advance notice.

There is no guaranteed work week. Our work week consists of seven, consecutive 24-hour days which begins at 12:01 a.m. Sunday night and runs to 12:01 a.m. the following Sunday. Employees will normally be scheduled to work from 6:30am – 6:30pm, Monday through Friday each week.

PERSONNEL CLASSIFICATIONS

Your employment classification will fall into one or any combination of the categories listed below:

- Regular Employee: You have satisfactorily completed your orientation period and been hired for an indefinite period of time as an at-will employee.
- Full-time Regular: You are scheduled and regularly work 35 hours or more each week, and qualify for benefits.
- Part-time: You are scheduled and regularly work fewer than 35 hours each week, and do not qualify for benefits.
- Substitute: You are employed on an as-needed basis. As a substitute, you are not eligible for benefits, even if you occasionally work more than 35 hours per week.
- Acting/Temporary: You are placed in a short-term assignment, and are not a “Regular Employee” and do not qualify for benefits.

All categories listed above may be “Exempt” or “Nonexempt”. See definitions below.

- Exempt: You are exempt from the provisions of the Fair Labor Standards Act. Exempt employees are typically those whose positions are classified as executive, administrative, or professional. These employees are not eligible for overtime compensation and are usually paid on a salary basis.
- Non-Exempt: You are not exempt from the provisions of the Fair Labor Standards Act. Non-exempt employees are eligible for overtime compensation for all time worked in excess of forty (40) hours per work week.

Any former employee who is rehired will be considered a New Hire for the purposes of benefits.

DRUG / ALCOHOL POLICY

It is Kidz Rocket 's intention to provide a Drug/ Alcohol-free workplace. In keeping with our objective to provide a safe and healthy work environment, employees must abide by the following policy as a condition of employment:

- The illegal use, sale, distribution, manufacture, or possession of narcotics, alcohol, drugs or controlled substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

- Alcohol, illegal drugs, and controlled substances may not be brought to or consumed on any Kidz Rocket-owned properties.
- Employees will not be permitted to work while under the influence of any such substances.

We reserve the right to ask any employee at any time to submit to medical, drug and/or alcohol testing. Refusing to submit to a search or test may result in immediate termination, or be considered a "voluntary quit." Employees will be subject to immediate testing if we obtain evidence or have reasonable suspicion that drugs/alcohol are being used. The following constitute reasonable suspicion:

- The employee appears confused or exhibits erratic behavior.
- The employee has difficulty getting along with others.
- The employee exhibits paranoia, slurred speech, or irrational behavior.
- The employee has had a single, or a series of, safety-related incidents that raise questions about his/her physical and emotional state.

A positive, confirmed drug test will result in immediate termination even for a first offense.

While Kidz Rocket has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties. We reserve the right to conduct reasonable searches (of employees, their work areas or any vehicles on Company property) to monitor Drug/Alcohol policy compliance.

Employees taking any prescription or over-the-counter medication that may cause any degree of impairment should notify their supervisor.

We reserve the right to conduct medical tests of employees' hair, blood, or urine. A state-licensed laboratory will conduct all testing.

Our policy is intended to comply with all state laws governing drug and alcohol testing, and is designed to safeguard employee privacy rights to the fullest extent of the law.

EMPLOYEE DISCIPLINARY PROCEDURES

Kidz Rocket believes in the philosophy of "Positive Discipline." We view discipline not as a way to punish employees, but simply as a way to remind employees of what is expected so that they can correct their own work behavior.

Compliance ultimately rests with you, the employee. The Company cannot force you to comply with our rules and regulations; we can only remind you that all Company employees are expected to comply with the Company's **Code of Conduct**.

When training and coaching fail, Progressive Disciplinary actions may be undertaken to help correct employee behavior that is destructive to the work

environment. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction.
- The past record of the employee.
- The circumstances surrounding the matter.

“Progressive” means that the following steps will normally be carried out with respect to most disciplinary problems:

- Friendly Reminder: Informal discussion informing employee why such behavior is unacceptable and reminding them of consequences of repeated violations.
- Written Reminder: Documentation will include the circumstances, corrective steps necessary and the results of the discussion.
- Written Warning: Documentation will include the nature of the deficiency, and a specific period of time for correction before termination. Employee is advised that their job is in jeopardy.
- Suspension/Discharge: Refer to the Code of Conduct section for examples of conduct that may result in immediate suspension or termination

Disciplinary Action will generally be progressive in nature. However, it is important to know that discipline may begin with any one of the above actions based on the Company's determination of the seriousness of the offense. If the infraction/misconduct is deemed severe enough the employee can be terminated without notice.

All disciplinary action will be documented in writing by the Company in the employee's personnel file. All counseling documentation must be signed by supervisor and employee. Employees are allowed due process; that is, notice of the infraction and an opportunity to be heard.

Please note: Nothing in this policy creates rights for an employee or interferes with the employment-at-will relationship.

INTERNET USAGE/SOCIAL MEDIA (pt. 1 of 3)

Internet facilities and e-mail for lawful, nonbusiness research, browsing and communication are available to employees during breaks or outside working hours, provided that they strictly adhere to the following usage policies. Any and all information contained on our electronic communications systems are the sole property of Kidz Rocket.

INTERNET USAGE/SOCIAL MEDIA (pt. 2 of 3)

No employee, at any level, may check or read personal email accounts, visit social networking sites such as Facebook, MySpace, and Twitter, etc. while on

duty or on the clock. You may visit these sites only when not clocked in/on duty. Certain activities on the part of the employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the Center, or harming the goodwill and reputation of the Company among its customers, potential customers, vendors or suppliers. Employees may use such media as long as such use does not produce adverse consequences. Employees who conduct themselves in such a way that their actions toward and relationships with each other interfere with or damage work relationships, disrupt the flow of work or customer relations or cause unfavorable publicity in the community should be considered a violation of Company Policy. If you participate in social media we expect you to follow the following guidelines.

Images of employees wearing a company uniform or anything that would identify them as an employee of this company may not appear on the internet including but not limited to any social networking websites, e.g. Facebook®, Twitter®, You Tube ©, Snapchat/Instagram ©, dating websites.

Prohibited Conduct- The Company absolutely prohibits revealing its name on social Media or other websites, which include sexual, violent or illegal content. It also prohibits postings on any social media, internal communication, promotional activities, personal information of customers or employees, discussing competitors or their products or service, posting Company Information, data leakage inaccurate, distasteful, or defamatory commentary about the Center. The same goes for clients, customers, and potential clients and customers. The company also prohibits language that is defamatory, harassing, disparaging, or violates obscenity laws.

Employees may not post or distribute any information regarding the center, its owners, employees, vendors, or customers/clients which could harm the goodwill and reputation of the company among its employees, customers, or the community at large. **Employees may not publish their place of employment on the internet.** Employees may not make reference to, photograph or publish pictures, post video of children who have been enrolled or are currently enrolled or ex-employees or current employees. Management, in its discretion, reserves the right to review or access an employee's social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym.

Company Policies and Procedures Apply- Your social media activities are subject to the same policies and procedures as your other workplace activities. So, for example, if it is inappropriate to engage in sexual harassment while at work, then it is equally inappropriate to do so through the context of social media.

INTERNET USAGE/SOCIAL MEDIA (pt. 3 of 3)

“Friending”- We strongly discourage a current or ex-employee from accepting a friend request from a supervisor, co-worker, client, customer, prospective customer or vendor/supplier. Any employee may reject a friend request from any other employee without repercussion.

Do not defame or otherwise discredit the Company’s products or services, or the products or services of its vendors or competitors. Do not mention customers, business partners or suppliers.

Do not use the Company’s logo, trademark or proprietary graphics, intellectual property, trade secrets, customer data or photographs of the Company’s premises or products.

Online Recommendations- Some sites allow members to “recommend” current or former co-workers. We forbid employees to participate in employee recommendation for reasons of company liability. All communication of this type should be referred to management.

Confidential Information- Do not publish, post or release information that is considered confidential or top secret. Do not disclose personal or contact information, or post photographs, of past or present employees, co-workers, supervisors or students .

Be a Watchdog- If you find a negative, disparaging, or otherwise concerning posts about the Center, its services or employees or clients, let us know! Please contact your manager ASAP. Please do not respond to it without first receiving instructions unless you have specific permission to do so.

We expect our employees to act in a professional manner. Failure to comply with this policy may lead to discipline up to and including termination and if appropriate, the Company will pursue all available legal remedies.

Note, however that nothing in this policy will be interpreted to limit or interfere with your rights under Section 7 of the National Labor Relations Act.

GOSSIP

The Company recognizes that gossip can be extremely detrimental to a workplace. Gossip can damage reputations, hurt morale, and decrease productivity. Therefore, the spreading of gossip that involves sensitive subjects or harms a co-worker, supervisor, customer, etc., is strictly prohibited.

Employees who are determined to be responsible for spreading disparaging or confidential information will be subject to discipline, up to and including termination.

All supervisors and managers are responsible for stopping the spread of gossip when they learn of it, conducting a thorough investigation into the source of a rumor or gossip, and disciplining known offenders. Gossip will not be tolerated.

Refrain from making negative remarks about your supervisor, co-workers or students, in the classroom or with or in front of parents.

*Ask yourself:
Who needs to know this?
Is what you are sharing confidential?
What is the intent for sharing this information?
Is it helpful information?
Would you say or tell this comment to the person it is about?*

HARASSMENT

Kidz Rocket recognizes the right of each employee to work in an environment free from sexual (including sexual orientation), ethnic, racial, religious, national origin, age, physical or mental disability, marital status, veteran status or other forms of discriminatory harassment. Harassment is a form of discrimination. It is harmful to employees and results in an unhealthy, unproductive work environment. Such behavior is illegal under both federal and state law and will not be tolerated. This policy applies to all phases of employment, including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, job duties, benefits, and Company-sponsored social events. Our policy states: Kidz Rocket, strongly disapproves of sexual harassment of employees and will appropriately discipline managers, supervisors, and employees whose conduct violates this policy.

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Prohibited behavior may include but is not limited to:

- Written contact, such as sexually suggestive or racially obscene letters, notes, invitations or e-mail messages.
- Verbal contact, such as sexually suggestive or racially obscene comments, threats, slurs, epithets, jokes or sexual propositions.
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault or coercing sexual intimacy.

- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive or inappropriate objects or pictures, cartoons, posters, magazines or computer monitor screensavers/backgrounds.

Any employee who has witnessed or been subject to any form of harassment should report the incident to his/her supervisor, the Director or owner immediately. If the incident involves your supervisor, you should advise the next level of management. Every complaint and/or report will be taken seriously. We will immediately investigate and take whatever corrective action is deemed necessary. Employees who make reports of harassment or register complaints may request that their reports or complaints remain confidential. Employees who report perceived acts of sexual harassment should be free from any fear of reprisal. Any employee, male or female, who engages in this form of conduct with any other male or female, can expect strong disciplinary actions up to and including termination. Kidz Rocket will not tolerate employees who retaliate against another employee because they have filed a complaint under this policy. Kidz Rocket recognizes that the question of whether a particular course of conduct constitutes sexual harassment requires a factual determination. We also recognize that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of sexual harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate sanctions, including discharge.

SEXUAL HARASSMENT OF EMPLOYEES IS UNLAWFUL EMPLOYMENT DISCRIMINATION.

INCLEMENT WEATHER DAYS

It is our intention that Kidz Rocket should remain open on all regularly scheduled workdays. However there may be occasions when weather conditions force the late opening or possible closing of the school. Our policy is to follow the same guidelines as the Independent School District (i.e. ,If the School District opens at 10:00 a.m., we open at 10:00 a.m.; if they are closed so are we.). Employees should listen to the local news and/or radio station for details. If in doubt, please call the center before you leave home.

Employees will not be paid for time off due to weather conditions. * (Exempt employees may have special considerations.)

INTRODUCTORY PERIOD

A newly-hired staff member will be on a 90-day introductory period. All of the provisions of Texas at-will law remains in effect during the Introductory Period. The Introductory Period is not a 90 day employment contract, implied or in any other way.

This introductory period allows your supervisor to evaluate your work and gives you the opportunity to determine your satisfaction with your position at the

facility. It is a time to evaluate the work relationship. During this time, it is your responsibility (under the direction of your supervisor) to become familiar with the job, job description and the responsibilities, policies and procedures outlined in the Employee Handbook. Each employee will be evaluated on a regular basis with or without notice. If you do not meet the requirements during the provisional period, you will be terminated without advance notice.

INSPECTION OF PERSONAL PROPERTY

Kidz Rocket believes in the self-respect of our employees; in order to ensure a drug-free workplace, monitor compliance with work and safety rules and for other reasons of security, we reserve the right to inspect the desks, purses, briefcases, bags, lunch boxes and other containers and other personal belongings of all employees. Accordingly, you should recognize that you have no reasonable expectation of privacy in the workplace. The items in question may be searched at any time, with or without employee presence. Searches may be conducted at random or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item. Any given search may be restricted to one or more specific individuals, depending upon the situation.

If a search is requested, it is not an accusation of theft or other wrongdoing, but merely part of an investigation. In the event that Management deems it necessary to inspect an individual and/or personal articles every effort will be made to conduct such an inspection as discreetly as possible, protecting the employees' privacy, confidentiality, and personal dignity to the greatest extent possible.

Employees should not bring personal belongings, items or possessions to the center, or to any work-related event, including field trips or trainings, without the approval of your immediate supervisor. Kidz Rocket is not responsible for personal possessions of employees. We reserve the right to remove any personal possession that Management deems inappropriate.

If the employment relationship ends, please recognize that all bags and/or boxes are subject to inspection. There is no general or specific expectation of privacy in the workplace of Kidz Rocket, either on Company premises or while on duty.

No employee will ever be physically coerced to submit to a search. However, as a condition of continued employment you are subject to reasonable searches.

JOB DESCRIPTIONS

A written job description of your duties is available through the center management. Keep in mind that the job description is a condition of employment and may be revised at any time without notification.

Each employee will be evaluated on an individual basis and have an annual written evaluation that will be kept on file. The purpose of this evaluation is to help develop skills, promote personal and professional growth, and see that each staff member meets all criteria of their job description, including:

- Essential functions of the job
- Physical/mental requirements of the job
- Expected Behavior
- Ability to relate to the children
- Professional attitude
- Classroom environment (Safety – Cleanliness)
- Attendance (punctuality)
- Minimum Standards & Curriculum

LAYOFFS/RECALLS

Layoff refers to termination of employment by Kidz Rocket due to lack of work or for other non-disciplinary reasons; for example:

- (1) Continued employment through the summer (June through August) would depend on staff required at the time:
- (2) Enrollment decreases sharply at holiday periods, such as Thanksgiving and Christmas. It may be necessary for some staff to be laid off briefly during this time.

When layoffs are necessary, length of accumulated services is the determining factor, when skill and ability among employees are reasonably equal. In these situations, employees with the least amount of service will be laid off first.

As a Regular Full-Time employee, you will be offered the option of part time work, if available, at the time you are laid off. This option only applies if you have the required skill and ability to perform the work.

When additional employees are needed, Recalls will be based on seniority, provided you have the required skill and ability to perform the work. For purposes of this Layoff /Recall policy and in the interest of improving the Center's efficiency, an employee's relative skill and ability levels must be determined solely by management.

Benefit time is not accrued or earned during a layoff period.

If a layoff or a shutdown is necessary, we will meet all federal and state regulations regarding notification.

LEAVE OF ABSENCE

Due to the nature of our business, Kidz Rocket does not grant a "Leave of Absence" for any reason, including Medical and Personal time.

EXCEPTIONS:

Jury duty

The Company does not discriminate against, penalize, threaten, or coerce employees who are on jury duty. We will abide by all federal and state regulations regarding time off, pay, reinstatement, and notice. You will be provided with a leave of absence without pay. Please contact your supervisor promptly after receiving notification to appear. Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request. If you are excused from duty early or are not required to be present in court, you are expected to be on the job. When serving on a jury, please obtain a written statement form from the court detailing the time served.

If you are subpoenaed as a witness in a court case, you are required to give a copy of the subpoena to your immediate supervisor.

If your absence will result in a hardship to the Company, we may petition the court to excuse you from jury duty.

Military Leave

A regular, full-time employee who is a member of the Armed Forces of the United States, by Kidz Rocket policy and the law, is entitled to special consideration. You will be provided with a leave of absence without pay.

*(Exempt employees are given special consideration) We comply with federal and state law with respect to job reinstatement. If your former job is not available, the Company will provide a job of similar status, seniority, and pay. Adjustments and exceptions to this policy may be made as circumstances require as permitted by law. The Company reserves the right to deny reinstatement under the following limited circumstances:

- Company conditions have changed to such an extent that reemployment is impossible or unreasonable.
- Helping the service member to become qualified for reemployment would pose an undue hardship.
- The service member held a "brief, non-recurrent job" prior to being called to military service.
- Reemployment documentation of the service member is not legally sufficient.

You must notify your supervisor in writing immediately when called to active duty. If military necessity prevents you from doing this (i.e. you are called to active duty and deploy over the weekend), you must notify the Company in writing in a reasonable period of time not to exceed 2 (two) weeks. Notice should

include anticipated duration of service and when you expect to return to work. You must provide the Company with a copy of your military orders placing you on active duty.

LUNCH/BREAKS

You will be assigned a lunch break and/or scheduled break by your supervisor. You are required to take the scheduled break at the time designated by your supervisor. You are required to clock out for your lunch break and clock back in upon your return. Lunch breaks and scheduled breaks are not paid. Breaks are generally 30 minutes and lunch breaks are one-to-two hours. We do not offer anything less than a 30 minute break.

You must return from your break on time. Employees who return late from lunch or breaks are subject to discipline. Being late creates a scheduling problem which is almost impossible to fix.

If you are on your lunch break, you are not allowed to distract an employee who is on the clock. If you are on break you should be in the designated break area or off the property. Please do not assemble in the office; this is management working area. If you are on lunch or a break you will refrain from working during this time.

** If your replacement has not arrived at your scheduled lunch hour or at the end of your shift, notify the Center Director so that supervision of the children can be arranged. The Director may approve your staying over or other coverage may be arranged. You are not to work overtime in any work week without the express approval of the Center Director.

ORIENTATION PROCESS FOR NEW EMPLOYEES

Our orientation process begins on the date of hire. The orientation consists of approximately eight hours of staff/director related activities (orientation folder) and time in the actual classroom. This time is designed to give you and Kidz Rocket an opportunity to determine whether mutual expectations regarding employment are satisfied.

All employees, regardless of classification status or length of service, are expected to meet and maintain Company standards for job performance and behavior.

In addition to orientation, if you have fewer than six months of prior experience in a regulated child-care center you will be required to complete pre-service training as a condition of employment unpaid.

PARENT COMMUNICATION POLICY

Kidz Rocket is committed to the development, growth, education, safety and comfort of the children enrolled in our Center. We are dedicated as well to our responsibilities to the parents of those children. One of our responsibilities as providers of childcare is to accurately communicate with parents regarding their children. The purpose of the Parent Communication Policy is to advise and guide you regarding those subjects which may be appropriately discussed with parents and those subjects which you should refrain at all times from discussing with parents.

Childcare providers are responsible for knowing, caring for, and being alert to the needs of the children under their supervision. As such, they are in the best position to observe the educational progress of the children they see each day in the classroom. They should feel free to communicate positive comments with parents regarding the parents' child and the growth, development and needs of the child. If negative feedback needs to be shared with a parent, you should discuss it with the center Director, who will convey the "bad news" to the parent. Negative comments made to a parent regarding a child, including behavior problems, are unauthorized and violate this policy. Such discussions are prohibited without prior approval of the Center Director.

Subjects such as local government regulations, the condition of Center facilities and the terms and conditions of employment remain the responsibility of the Director and are not to be discussed by staff members with parents. If parents inquire of staff members about any such subjects, the parents should always be referred to the Director for a response. The Director or another Kidz Rocket official will handle the matter.

You are prohibited from sending out letters, memos, newsletters, progress reports or documentation of any kind to the parents without the express permission of the Center Director or HR. All documentation of this kind must be reviewed by the Director or Manager in charge before it is distributed.

Reminder: Accident Reports are to be turned in to the Director, not given to the parent.

PAYDAYS

The payroll week runs from Monday through Friday. Paychecks are distributed biweekly on Fridays. Checks will be handed out or can be picked up after 5:30

p.m. If the payday falls on a holiday, the checks will be distributed the following business day. Checks will only be released to the employee to whom the check is written. No Exceptions! If you are no longer employed by Kidz Rocket you must schedule an appointment to pick up your final check contacting 713 301 3559. If you need copies of your time sheets, it is your responsibility to copy any records needed. We will not be responsible for mailing out paychecks for any reason. If your paycheck contains a discrepancy, correction will be made on or before (if possible) the next pay period.

Automatic mandatory payroll deductions include federal income tax, FICA (social security), court ordered garnishments, and state and local income tax (if applicable). Voluntary deductions, which you authorize, such as childcare, damaged Company property or smocks, also will be withheld automatically from your paychecks.

PROCEDURES-

(In dealing with children)

Please ask the center Director for a copy of our procedures (as you are required to abide by them) on:

- Steps to Take Incase of an Emergency
- Daily Clean-Up Duties
- Hand Washing
- Abuse and Neglect, including Reporting Requirements
- Illness Policy for Children
- Communicable Disease Policy\
- Less Urgent Conditions Requiring Medical Attention
- Behavior Guidance/Discipline Policy
- Accidents/Incidents of Children

Activities for infants

Activities for infants must include at least the following:

1. Daily opportunities for outdoor play as weather permits;
2. Opportunities to explore outside the crib or other confining equipment multiple times each day;
3. Opportunities for reaching, grasping, pulling up, creeping, crawling, and walking in safe, clean, uncluttered area;
4. Opportunities for visual stimulation through nonverbal communication. Examples of age-appropriate equipment include large pictures of faces and

- familiar objects, simple, soft, washable books and toys, unbreakable mirrors or mobiles attached to cribs visible from the baby's position, and brightly patterned crib sheets;
5. Opportunities for auditory stimulation. Examples of age-appropriate equipment or activities include verbal communication, soothing music, and musical or sounding toys;
 6. Opportunities for sensory stimulation. Examples of age-appropriate equipment include surfaces, fabrics, textured toys, washable dolls, and toy animals;
 7. Opportunities for small-muscle development. Examples of age-appropriate equipment include busy boxes, rattles, teething rings, grasping toys, shaking or squeezing toys, or cloth toys; and
 8. Opportunities for large-muscle development. Examples of age-appropriate equipment or activities include blankets or quilts for floor time, crib and play gyms, variety of light-weight balls, and pillows or supportive equipment for those learning to sit up.

Specific requirements for feeding infants

1. Hold infants birth through six months while feeding them;
2. Hold infants over six months who are unable to sit unassisted in a high chair or other seating equipment
 1. while feeding them;
3. Never prop bottles. The child or an adult must hold the bottle;
4. Provide regular snack and meal times for infants who eat table food;
5. Ensure children no longer being held for feeding are fed in a safe manner;
6. Label bottles and training cups with the child's first name and initial of last name;
7. Never allow children to walk around with or sleep with a bottle or training cup;
8. Never use the hand-washing sink or diaper-changing surface for food preparation, or for washing food
 2. service/preparation equipment, bottles, pacifiers or toys; and
9. Sanitize high chair trays before each use.

You must provide a regularly scheduled nap time for infants.

Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods.

Infants are allowed to remain in their cribs after awakening:

An infant may remain in the crib or other confining equipment for up to 30 minutes after awakening, as long as the infant is content and responsive.

Infants are required to sleep on their backs

Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health-care professional stating that a different sleeping position is allowed or will not harm the infant.

You should not cover an infant's head.

Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Share a daily report with parents for each infant in your care:

You must provide a daily written report to the child's parent when the child is picked up from the child-care center. The report must contain:

1. Times the child slept;
2. Times and amount of food consumed;
3. Times of diaper changes;
4. Child's general mood for the day; and
5. A brief summary of the activities in which the child participated.

Basic care for toddlers

1. Routines such as diapering, feeding, sleeping, and indoor and outdoor activity times, maintained as closely as possible;
2. Care given by the same caregiver on a regular basis, when possible;
3. Individual attention given to each child including playing, talking, and cuddling;
4. Holding and comforting a child who is upset; and
5. Ensuring the environment is free of objects that may cause choking in children younger than three years of age.

Arranging the toddler care area:

The toddler care area must include:

1. Spaces in the room that allow both individual and group time; and
2. A play environment that allows the caregiver to supervise all children.

Activities for toddlers

Activities for toddlers must include at least the following:

1. Daily opportunities for outdoor play when weather permits;
2. Opportunities for thinking skills and sensory development. Examples of age-appropriate equipment or activities include shape/item sorting toys, stacking or nesting toys, puzzles with less than six pieces, washable board books, washable blocks, and snapping and take-apart toys;
3. Opportunities for small-muscle development. Examples of age-appropriate equipment or activities include large-size washable crayons and markers,

variety of paper and art materials, table or easel for art, large paintbrushes, non-toxic play-dough, large-sized washable toy transportation vehicles, toy animals, and toy people;

4. Opportunities for large-muscle development. Examples of age-appropriate equipment or activities include low-climbing structures, small riding toys, toys for pushing or pulling, a variety of light-weight balls for indoor and outdoor play, and rhythm instruments;
5. Opportunities for language development. Examples of age-appropriate equipment or activities include washable soft animals or puppets, simple picture books, and pictures of familiar items and places;
6. Opportunities for social/emotional development. Examples of age-appropriate equipment or activities include dress-up clothes and accessories, housekeeping equipment, unbreakable mirrors, washable dolls with accessories, items for practicing buttoning, zipping, lacing and snapping, and baskets, tubs, and tote bags (not plastic bags) for carrying and toting;
7. Opportunities to develop self-help skills such as toileting, hand washing, and feeding;
8. Regular meal and snack times; and
9. Supervised nap times.

Sharing a daily report with parents for each toddler in my care:

You are not required to share a daily report on a toddler with parents.

The basic care requirements for school-age children

Basic care requirements for school-age children must include:

1. Individual attention from and conversation with adults;
2. Physical care routines appropriate to each child's developmental needs;
3. Flexible programming according to ages, interests, and abilities of the children; and
4. A caregiver who is aware of the arrival and departure of each child, including dismissing children who ride the bus or walk home.

Activities for school-age children

1. Study time for those children who choose to work on homework assignments;
2. Daily opportunities for outdoor play when weather permits;
3. Opportunities for thinking skills and sensory development. Examples of age-appropriate equipment or activities include sand and water play; construction materials/blocks; puzzles with 50 or more pieces; pattern-making materials, such as wood, paper, plastic, beads, ceramic tiles, cloth, or cardboard; games

- that contain rules and require some skill or strategy; specific skill development materials, such as rulers, tape measures, telescopes, weather observation equipment, models of the solar system, and microscopes; books; and magazines;
4. Opportunities for small-muscle development. Examples of age-appropriate equipment or activities include art and craft materials, such as paints, markers, colored pencils, crayons, clay, weaving, or braiding materials; music and musical instruments of all types; and tape/CD recorders and players;
 5. Opportunities for large-muscle development. Examples of age-appropriate equipment or activities include balls and sports equipment, such as kick balls, baseballs, soccer balls, basketballs, skates, and horseshoes; riding equipment, such as kick scooters or skateboards, with kneepads, elbow pads, and helmets; outdoor and gym equipment such as slides, swings, climbing apparatus, and upper-body equipment;
 6. Opportunities for social/emotional development. Examples of age-appropriate equipment or activities include dolls with detailed, realistic accessories; role-play materials, including real equipment for library, hospital, post office, costumes, makeup and disguise materials; puppets and puppet show equipment; transportation toys, such as small vehicles or models; play and art materials; nature materials; and human and animal figurines;
 7. Regular meal and snack times; and
 8. Nap times, or a period of rest for those children too old to nap, during which children should be supervised.

Disciplining the children

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Methods of discipline and guidance:

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Types of prohibited discipline and guidance or punishment:

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Nap time for children:

You must provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual physical needs. You may provide sleep or rest for each child who attends the child-care center for fewer than five hours and whose individual physical needs call for a rest period while the child is in care.

Duration of nap time each day:

The sleep or rest period must not exceed three hours.

Children should not be forced to sleep:

You must not force a child to sleep or put anything in or on a child's head or body to force the child to rest or sleep.

Alternative activity for those children who cannot sleep:

1. You must allow each child who is awake after resting or sleeping for one hour to participate in an alternative, quiet activity until the nap/rest time is over for the other children.
2. You must take a toddler who sleeps or rests in a crib out of the crib for other activities when he awakens.

Arranging the napping equipment in a specific manner:

Napping equipment must:

1. Not block entrances or exits to the area;
2. Not be set up during other activities or left in place to interfere with children's activity space;
3. Be arranged to provide a sufficient walk and work space for caregivers between each cot and mat;

4. Be arranged so that each child and caregiver has access to a walkway without having to walk on or over the cots or mats of other children; and
5. Be arranged so the caregiver can easily see all children in the group.

Darkening the room while the children are sleeping:

You may lower the lighting, provided there is adequate lighting to allow visual supervision of all children in the group at all times.

Basic requirements for snack and mealtimes:

1. You must serve all children ready for table food regular meals and morning and afternoon snacks
 - a. If breakfast is served, a morning snack is not required.
 - b. A child must not go more than three hours without a meal or snack being offered, unless the child is sleeping.
 - c. If your child-care center is participating in the Child and Adult Care Food Program (CACFP) administered by the Texas Department of Human Services, you may elect to meet those requirements rather than those specified in this subsection.
2. You must ensure a supply of drinking water is always available to each child and is served in a safe and sanitary manner.
3. You must not use food as a reward or punishment.

Feeding children:

1. You must offer each child in care for less than four hours at least one snack
2. You must offer each child in care for four to seven hours one meal, or one meal and one snack, equal to 1/3 of their daily food needs.
3. You must offer each child in care for more than seven hours two meals and one snack, or two snacks and one meal, equal to 1/2 of their daily food needs.
4. You must offer an evening meal and/or bedtime snack and breakfast to each child who receives nighttime care. The amount you offer will vary with the time the child arrives and leaves.
5. If your child-care center is participating in the Child and Adult Care Food Program administered by the Texas Department of Human Services, you may elect to meet those requirements rather than those specified in this section.

Ensuring a healthy environment for children at my child-care center:

You must clean, repair, and maintain the building, grounds, and equipment to protect the health of the children.

This includes, but is not limited to:

1. Setting aside toys and equipment that are placed in children's mouths, or are otherwise contaminated by body secretion or excrement, to be sanitized before handling by another child;
2. Machine washing cloth toys, if used, at least weekly and when contaminated;
3. Machine washing all linens at least weekly, and when soiled or before another child uses them;
4. Sanitizing sleeping equipment before a different child uses it and when soiled;
5. Sanitizing potty-chairs after each child's use;
6. Emptying water play tables and toys used in water tables daily, sanitizing, and ensuring children and caregivers wash their hands before using the water table;
7. Maintaining sand boxes and sand tables in a sanitary manner;
8. Making all garbage inaccessible to children and managing it to keep the child-care center inside and outside, free of insects, rodents, and offensive odors, and disposing of it according to local and state requirements;
9. Keeping all floors, ceilings, and walls in good repair and clean. Paints used at the child-care center must be lead-free;
10. Keeping all parts of the child-care center used by children well heated, lighted, and ventilated;
11. Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement; and
12. Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children.

Activities for pre-kindergarten age children:

Activities for pre-kindergarten age children must include at least the following:

1. Daily opportunities for outdoor play when weather permits;
2. Opportunities for thinking skills and sensory development. Examples of age-appropriate equipment or activities include sand/water play, blocks, framed puzzles with up to 30 pieces, variety of large stringing beads, and simple board games;
3. Opportunities for small-muscle development. Examples of age-appropriate equipment or activities include large non-toxic crayons, markers, paint, water colors and various size brushes, adjustable easels, collage materials, chalkboard and chalk, clay/dough and tools, workbench and accessories, round end scissors, glue and paste, different types of music and videos, rhythm instruments, and fingerplays;

4. Opportunities for large-muscle development. Examples of age-appropriate equipment or activities include small wagons, light-weight balls of all sizes, small wheelbarrows, tricycles, push toys, swings, slides, climbing equipment, balance beam, hanging bars, and outdoor building materials;
5. Opportunities for language development. Examples of age-appropriate equipment or activities include flannel board stories, puppets, and variety of storybooks, writing materials, and stories on tape;
6. Opportunities for social/emotional development. Examples of age-appropriate equipment or activities include dress-up clothes and accessories, mirrors, dolls, simple props for different themes, puppets, transportation toys, play animals, and table games;
7. Opportunities to develop self-help skills such as toileting, hand washing, returning equipment to storage areas or containers, and serving and feeding;
8. Regular meal and snack times; and
9. Supervised nap times.

Licensing in reference to sanitizing

Sanitizing requires a four-step process. For the sanitizing process to be effective, you must follow these steps in order:

1. Washing with water and soap;
2. Rinsing with clear water;
3. Soaking in or spraying on a disinfecting solution (at least 10 minutes). Rinsing with cool water only those items that children are likely to place in their mouths; and
4. Allowing the surface or article to air-dry.

A disinfecting solution may be:

1. A self-made solution, prepared as follows:
 - a. One tablespoon of regular strength liquid household bleach to each gallon of water used for disinfecting such items as toys and eating utensils; or
 - b. One-fourth cup of regular strength liquid household bleach to each gallon of water used for disinfecting surfaces such as bathrooms, crib rails, and diaper-changing tables; and
 - c. You must prepare each solution daily and place it in a closed and labeled container; or
2. A commercial product that meets the Environmental Protection Agency's (EPA's) standards for "hospital grade" germicides (solutions that kill germs) that you must use according to label directions. Commercial products must not be toxic on surfaces likely to be mouthed by children, like crib rails and toys.

Washing Hands

Employees must wash their hands:

1. Before eating or handling food or medication;
2. Before feeding a child;
3. After arriving at the child-care center;
4. After diapering a child;
5. After assisting a child with toileting;
6. After personal toileting;
7. After handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
8. After handling or feeding animals;
9. After outdoor activities;
10. After handling raw food products;
11. After eating, drinking, or smoking; and
12. After using any cleaners or toxic chemicals.

Children must wash their hands:

1. Before eating;
2. Before playing in a water play table;
3. After toileting or having a diaper changed;
4. After outdoor activities;
5. After playing in sand;
6. After feeding or touching animals; and
7. Any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

Washing children and employees' hands

Children 18 months of age and older and employees must wash their hands with soap and running water. Premoistened towelettes or wipes and waterless hand cleaners are not a substitute for soap and running water.

Research has shown, the single most effective practice that prevents the spread of germs in the child-care setting is good hand washing by caregivers and children.

Rubbing hands together under running water is the most important part of washing away infectious germs.

Deficiencies in hand washing, including sharing basins of water, have contributed to many outbreaks of diarrhea among children and caregivers in child-care centers.

Washing infant's hands

1. Until the infant is old enough to be raised to the faucet and reach for the water, you must wash the infant's hands using an individual cloth or

disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and dry.

2. Use soap and running water as specified in this division when infants are old enough to be raised to the faucet and reach for the water and any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

Steps for diaper changing:

You must:

1. Promptly change soiled or wet diapers or clothing;
2. Thoroughly cleanse children with individual cloths or disposable towels. You must discard the disposable towels after use and launder any cloths before using them again;
3. Ensure that the children are dry before placing a new diaper on the child. If the child must be dried, you must use a clean, individual cloth or disposable towel to dry the child. You must discard the disposable towel after use and launder any cloth before using it again;
4. Not apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use;
5. Label powders, creams, ointments, or lotions with the individual child's name; and
6. Keep all diaper-changing supplies out of children's reach.

Preventing the spread of germs when diapering children:

1. You must wash your hands.
2. You must wash the infant's hands or see that the child's hands are washed after each diaper change.
3. If you use disposable gloves, you must discard them after each diaper change and wash your hands with soap and running water.
4. Caregivers with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not change diapers.
5. You must sanitize the diaper-changing surface after each use. However, if you are changing diapers on a number of children consecutively, you may cover the surface with a non-absorbent paper liner that is disposed of between each diaper change or wipe the surface dry after approximately 2 minutes of contact with the sanitizing solution. When the diaper changing session is completed, follow the procedures outlined in §746.3409 of this title.
6. You must cover containers used for soiled diapers or keep them in a sanitary manner, such as placing soiled diapers in individual sealed bags.

Transportation:

1. You must have the following in each vehicle you use to transport children:

- a. A list of the children being transported;
 - b. Emergency medical transport and treatment authorization forms for each child being transported;
 - c. The child-care center's name, child-care center director or permit holder's name, and child-care center telephone number in the glove compartment or clearly visible inside the passenger compartment, or the child-care center's name and telephone number must be clearly visible on the outside of the vehicle;
 - d. Parent's names and telephone numbers and emergency telephone numbers for each child being transported;
 - e. A fire extinguisher approved by the local or state fire marshal, secured in the passenger
 - f. A first-aid kit
2. The driver must have a current driver's license.
 3. Caregivers can respond promptly in emergency situations when they have the proper equipment and necessary telephone numbers in the vehicle.

Plan to handle transportation emergencies:

You must ensure the driver/caregivers have clear instructions in handling emergency breakdowns and accidents, including vehicle evacuation procedures, supervision of the children, and contacting emergency help. The director or designee in charge of the child-care center must know what action to take in responding to a transportation emergency call.

Communications device in the vehicle:

1. A communications device such as a cellular phone, message pager, or two-way radio; or
2. A caregiver at the child-care center that knows the routine arrival and departure times of the vehicle and takes action if the vehicle does not return to the child-care center at a scheduled time. The driver must travel a known fixed route within an approximate time-frame.

SAFETY AND HEALTH

Safety is a priority at Kidz Rocket. We make every effort to provide safe working conditions for our employees. We observe the safety laws of the governmental bodies within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility; therefore,

all employees are requested to do everything reasonable and necessary to keep the Company a safe place to work.

You are asked to cooperate in helping prevent injury to yourself, to other employees, to the children and to visitors by observing the following rules:

- Be aware of the current fire and disaster plans for your Center, the position of the fire alarms, the fire drill and tornado routines and your duties in case of fire or disaster. You must know the location and use of the fire extinguishers.
- Avoid accidents by eliminating hazards.
- Immediately report to your Center Director any unsafe conditions.
- Be particularly conscious of safety factors when using electrical equipment, sharp tools or the pool.
- Company vehicles may not be driven by anyone under 21 years of age. Proper licensing in keeping with state requirements, driver certification and sound knowledge of the vehicle and driving regulations are necessary.
- Transportation of children outside Kidz Rocket program is the responsibility of the parents. Transportation of children other than your own, to/from other locations is not permitted.
- For your safety and security, Kidz Rocket requires a minimum of two persons in the Center at all times, particularly when there are children present.
- Treatment of strangers and difficult persons is important in order not to endanger or disturb the children. In all cases, make these situations known to the Director and to the authorities if necessary. Seek immediate assistance. Do not use force except in self-defense. To do so may make you liable for any damage or injury. If you are aware of unauthorized persons loitering around or trying to enter the Center, promptly report their presence to the Director or the local authorities.
- Everyone entering the Center, except parents whom you know, will be asked to identify themselves. If there is any doubt that their reason for being there is valid, verify this with the Director, or in his/her absence, call the front desk or Manager to determine if that person should be allowed to enter.
- As an off-duty employee, you may not return to the Center except on official Company business as authorized by the Director.
- During the day, all children must remain in their assigned classrooms unless authorized by Management.
- Safety of the children must be uppermost in your mind at all times.

SAFETY AND HEALTH (pg 2 of 2)

- Kidz Rocket policy requires that all adults and children riding in Company vehicles use seat belts. As a childcare provider, please remember to buckle the children in their seats, and then buckle yourself.
- Former employees are not permitted on the property. If a former employee returns to the property, notify a supervisor immediately.

- All employees must be familiar with and abide by the rules of releasing children.
- Any unusual incidents should be brought to the attention of your immediate supervisor.
- Staff members should correct unsafe conditions, such as liquid, food, paper extension cords, outlet covers, cleaners, sharp objects, etc. on the floor or any other condition which could cause an accident.
- Staff members are responsible for the safety and well being of each and every student in their group.
- No child shall ever be left alone or unsupervised ; children should be within sight and sound at all times
- Staff members should become familiar with the location of first aid kits and the contents contained within.
- Staff members are to be trained in CPR, First Aid with rescue breathing and choking.

SMOKING

Kidz Rocket maintains a smoke-and tobacco-free workplace.

Smoking is not permitted at any time on these premises. This includes the playground, parking lots, and vans. We do not grant smoke breaks. Smoking should be done only on your own time, and away from the childcare facility.

SOLICITATIONS

Soliciting of any kind on Company property during work periods* is not allowed unless authorized by the Director.

Distributing written or printed literature or posting of any description during work periods or within work areas is not permitted unless authorized by Management.

Sale of merchandise and cash collections of any kind on Company property is prohibited.

*Work periods are the period of time designated for the performance of actual job duties, either by the person soliciting or distributing the literature or the person being solicited or receiving the literature. Solicitations which are forbidden include, but are not limited to, Avon, home items such as Tupperware, Magazines, or periodical subscriptions, organization memberships, school fundraisers and political contributions.

STAFF MEETING/TRAINING REQUIREMENTS

Staff Meetings:

The center will regularly conduct staff meetings to encourage the communication process, as communication is a vital part of our business. Staff meetings serve as a means of sharing general information, new procedures, reviewing Company

policies and state licensing guidelines. Staff meetings are held on an as-needed basis, with or without advance notice. Employees are required to attend all Staff meetings.

Training:

Employees are required by law to obtain a certain amount of training hours a year. This is mandatory!!! If you don't have the required amount of hours of training on your (yearly) anniversary date, you will not be able to continue your employment with Kidz Rocket. We provide sample training opportunities throughout the year for every employee to meet and exceed minimum requirements.

Employees are responsible for reading all posted memos for information regarding training & meetings. This is the only form of notification you will receive.

TELEPHONE / PHONE CALLS

Electronic media and services (telephones, voicemail, fax machines, etc....) provided by the Company are Company property, and their purpose is to facilitate Company business. You are not permitted to make outgoing personal calls during your scheduled work time unless authorized by management.

If you receive a phone call during the day, a message will be taken and posted on the bulletin board. It is your responsibility to check the bulletin board. If it is an emergency, the phone call will be forwarded to you immediately. Management may keep a phone log on all personal calls that will be monitored by the director.

- Company telephones are to be used for business purposes in serving the interests of our customers and in the course of normal Company operations.
- On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and keeping them as brief as possible. We also ask that when possible, you make such calls on your personal time, such as breaks and lunchtime.

Calls made from the Company phone must be local and limited to three minutes. Long distance calls are strictly prohibited!!! You are not allowed to call Information to obtain unknown phone numbers. (The cordless phone is for management use only, and is not to be used in the classrooms.)

If you answer or place a call on behalf of Kidz Rocket, please remember to present yourself in a professional manner at all times.

- Always have a pen and paper handy before answering the phone to take notes and/or messages. When you take a message, please ensure its accuracy and deliver it to the appropriate person.
- Answer as promptly as possible.

- Identify yourself by speaking clearly and concisely.
- Smile when you answer the phone. Your voice sounds pleasant and the caller is automatically in a better mood.
- If the caller is in a bad mood or rude, always remain calm. Provide all the help you can and never respond to verbal attacks.
- Always be courteous on the phone, no matter who is on the other end.
- Answer questions thoroughly while not violating the policy on Confidential Information in this handbook.
- When directly dealing with parents, you are expected to be professional and responsive to their needs at all times.

TERMINATION / RESIGNATION

An employee or employer may terminate employment. An employee may be terminated at any time with or without notice and for any reason whatsoever. Termination procedures are described below:

- Dismissal: This is immediate termination for serious reasons and/or unacceptable performance. Generally, a termination is preceded by both verbal and written warnings by your supervisor. In each instance of warning, you and your supervisor will discuss the problem. You will be asked to sign a written reprimand. The Company reserves the right to bypass the disciplinary action based on the severity, frequency, or combination of infractions when circumstances warrant immediate action. For serious offenses, as determined by Management, termination may be the first and only disciplinary step taken. Any step or steps of the Progressive Disciplinary process may be skipped at the discretion of the Company. (See Code of Conduct.)
- Resignation: If you find it necessary to terminate your employment, you should submit the resignation in writing, and give 14 days' notice to the Director. Your resignation can be rejected, modified or altered by the Company. Failure to give proper notice will become part of your employment record and will be noted in any reference requests.
- Quitting: This is the term used when an employee leaves without notice or is tardy more than one hour before reporting to the supervisor. This is very poor practice, which results in an unfavorable termination report being added to your employment record. If you do not call or show up at your scheduled time--**You Quit!**
- Layoff: This is when a reduction of the workforce is necessary. (See Layoffs/Recalls)

On the final day of employment, employees must turn in all keys, books, supplies, materials, and any other Company property in their possession. All items not returned will be deducted from your final paycheck.

YOU ARE NOT ALLOWED ON KIDZ ROCKET PROPERTY IF YOU ARE NO LONGER EMPLOYED, including after hours school functions. (i.e. carnivals, graduation, Christmas programs, company parties)

An employee who is terminated will not be given the opportunity to gather their personal belongings. We discourage bringing personal items to the workplace.

We are interested in hearing your comments when your employment has ended. Please ask for an Exit Interview with the Center Director.

Resignation of Employment - Notice of Resignation Policy

All the Kidz Rocket employees and staff are required to give notice of resignation in writing to their supervisor, clearly indicating the intended last day of duty. The letter will be forwarded to Human Resources by the supervisor and the notice is required to be given at least **two weeks** of the employee's intention day to resign.

This policy indicates that, effective 03/15/2019, your last paycheck salary will be reduced to **minimum wage**, as a result of **failure to give two weeks resignation notice and to fulfill the two weeks work schedule** from the time the notice is given.

This salary reduction policy and agreement shall be in effect as of 03/15/2019 and will be executable on employee's current, unpaid pay period.

Acknowledgment of Receipt of Employee Handbook

This employee handbook describes important information about Kidz Rocket and I understand that as an employee, after studying it carefully, I should consult the Human Resources Department regarding any questions not answered in the handbook.

Since the information, policies and procedures described here are necessarily subject to change. I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received the Employee Handbook and I understand it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it.

Employee's Name (printed):

Employee's Signature: _____ Date: _____

