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Employee Handbook

2025-2026

Welcome to



The management of **Busy Little Bees** welcomes you and is proud to have you on our team. Whether you are a new employee or have been with us for some time, you are our most important and valued asset. We aim to make sure you feel comfortable in your work environment and with your fellow staff members.

Good luck and best wishes for a long and satisfying career with our preschool.

Share your passion for children daily, and your rewards will be many!

Sincerely,

Emily Hagdorn

Emily Hagdorn
Busy Little Bees, Director

Employee Handbook

Busy Little Bees is a quality model in childcare and education. As an employee of **Busy Little Bees**, you will be expected to exemplify excellence and quality of service care. By following the employee policy and procedures outlined in this handbook, combined with NAEYC Code of Ethics, you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policies and procedures through our ongoing professional development (mandatory monthly staff meetings and the (10) hours of continuing education hours you will complete annually), which will help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision-making concerning children.

Busy Little Bees Mission Statement

All **Busy Little Bees** staff will strive to provide the highest-quality childcare and educational services that promote and enhance each child's development while assuring our parent's peace of mind in the care and service we render.

Busy Little Bees provides a safe, nurturing, and developmentally appropriate program that fosters active, hands-on learning, support for the whole child, and a child-friendly environment.

- **We foster innovation.**
- **We embrace teamwork.**
- **We strive for excellence.**
- **We respect and support families.**
- **We commit to service at all levels.**
- **We respect and appreciate diversity.**
- **We actively listen and seek to understand.**
- **We communicate openly and productively.**
- **We use resources creatively and responsibly.**
- **We abide by the NAEYC Code of Ethics and Statement of Commitment.**

Preface

We have prepared this handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this handbook. It will be very helpful in answering many questions that may arise. We recognize, however, that no handbook can answer every question. If you do not find an answer to a particular question in this handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director, who will be happy to help answer any questions.

Policies and Procedures

AT WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between **Busy Little Bees** and you, the employee. Since New Jersey is an **at-will employment state**, you are not under contract for employment. Thus, employment with **Busy Little Bees** is not for a definite term. **Busy Little Bees** or you may terminate employment at any time, for any reason, or for no reason.

STATEMENT OF POLICY

Busy Little Bees strives to treat each employee with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, or training based on qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

Busy Little Bees guarantees fair treatment of all employees. We strive to maintain a work environment in which all staff members are free from harassment and expressly prohibit any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, **Busy Little Bees's** employment decisions will be based on merit, qualification, and ability. **Busy Little Bees** does not discriminate in employment opportunities or practices based on race, color, religion, national origin, gender, age, physical disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, and termination. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any

type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

NAEYC GUIDELINES

All teachers are expected to follow the NAEYC guidelines. All employees are expected to adhere to the NAEYC Code of Ethics at all times. The code is attached for review. Teachers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate for early education. Direct supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

STATE ADULT-TO-CHILD RATIOS

State ratios are important indicators of quality. **Busy Little Bees** strives to keep state ratios at all times. Please be sure that you always adhere to the New Jersey state ratios (see below). Ensure you receive additional help when the number of children approaches the limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the Director for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

Age	Staff/Child Ratio	Ratio for Rest/Sleep
Under 18 months	1:4	1:10
18 months up to 2 ½	1:6	1:10
2 ½ years up to 4 years	1:10	1:20
4 years	1:12	1:20
5 years	1:15	1:20

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a “NEED TO KNOW” basis only. Thus, be very sensitive about discussing children’s developmental needs and family information in public places, as well as in the hallway, Teacher’s lounge, or cubby rooms. This does not include off-the-premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concern should be forwarded to the Director. Protection of the interests of each child and family is vital to maintaining a standard of professionalism and privacy. Also, strive to support the Preschool’s efforts by avoiding negative or malicious discussions about preschool issues. Together, we can achieve great childcare and education for our parents and children. Stay positive and focus on the needs of the children in your care.

CURRICULUM

Busy Little Bees uses the HighScope Curriculum. This Curriculum is designed to provide a rich academic foundation while promoting independence, decision-making, cooperation, creativity, and problem-solving in young children. It includes learning objectives, effective adult interaction strategies, and assessment measures that help programs ensure a high-quality experience for *all* learners.

Teachers using the HighScope Curriculum work in partnership with parents and other family members to promote children’s learning. They provide information about the curriculum and early learning, invite family members to participate in classroom activities and parent workshops, discuss children’s progress, and share ideas for extending classroom learning in the home. As a result, teachers report that parents have a better understanding of how their children are developing and learning.

ACCIDENTS/INJURIES

All accidents and injuries must be reported immediately to the Director or, in her absence, to the Family Worker(s) and Secretary. The Secretary (or Family Worker(s) in their absence) must fill out an accident report immediately online. The Director/Family Worker will call or email the parent if necessary. The teacher

needs to send a message to the parents on Brightwheel immediately following the accident to communicate the incident, the course of action, the current condition of the child, and the child's overall temperament. A Photo of the child must be included.

Close supervision is the best antidote to accidents. Use risk management to keep the environment safe and hazard-free. Busy Little Bees strives to provide the best equipment that is maintained and in overall good working condition so all children will be safe in the classroom or playground area. Safety is a joint effort of all staff and employees, requiring all of us to become risk managers.

EMPLOYEE POLICIES

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Sexual harassment **WILL NOT** be tolerated in any way, shape or form. **Busy Little Bees** is committed to providing a work environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning of another person, undermines the integrity of the employment relationship and is strictly prohibited. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director. Employees can raise concerns and make reports without fear of reprisal.

CORPORAL PUNISHMENT

Corporal punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes but is not limited to, spanking, hitting, shaking, slapping, grabbing, tossing, or pinching a child. This will NOT be tolerated at all.

CHILD ABUSE PREVENTION POLICY

The mission of **Busy Little Bees** is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to ensure that our center is continually working toward providing a safe environment from physical and sexual abuse for those participating in receiving

and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parents access to programs anytime. When those who are employed at **Busy Little Bees** engage in any and all types of child abuse, sexual abuse, sexual Exploitation, or sexual harassment, they violate the terms of their employment and will be terminated immediately.

REPORTING ABUSE AND NEGLECT

All employees MUST report all actual or suspected child abuse of any child attending **Busy Little Bees** to the Director.

New Jersey law requires caregivers to report suspected child abuse or neglect to the Division of Youth and Family Services. Call **1-800-NJABUSE** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Note: Employers are **prohibited** from retaliating against caregivers who make reports in good faith.

GROSS MISCONDUCT

Some offenses are so serious that they result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent disrespects you, please allow the Director to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food or water from a child
- Failure to report to work without proper notification
- Falsification of center records (i.e., employment application, timesheet, and personal records)
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited areas of the school
- Conviction of a felony for any offenses
- Fighting, threatening violence, or boisterous or disruptive activity in

the workplace

- Leaving a child unattended (inside or outside)
- Allowing a child to leave the school with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from the workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage to employer-owned property
- Insubordination that shows gross disrespect, such as eye-rolling, threatening, profanity, or yelling at the Director
- Unauthorized use of electronics, telephones, social media, mail system, or other employer-owned equipment (**NO cell phones allowed during work hours**)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or on school property
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about **Busy Little Bees**

Severe offenses may result in IMMEDIATE termination.

Any violation of the above rules will have repercussions. Depending on the severity of the offense and the Director's discretion, violations may be followed by a warning, a two-day suspension without pay, and/or termination of employment. **Note: A written two-week notice is required if any employee plans to terminate employment with Busy Little Bees.**

EMPLOYEE PRACTICES

STAFF SCHEDULES

All staff schedules are listed in each employment contract and should be followed accordingly. The director may change work hours to meet the needs of our families and preschool. Requests for days off must be made in person to the

Director **at least** one week in advance for approval. **Requests will be honored whenever possible and when coverage is available, but it is NOT always possible.**

TIME OFF/ABSENTEES

Busy Little Bees cannot operate effectively or efficiently unless its employees can be dependable and show up for work on time and consistently. **Busy Little Bees** depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Preschool and the children. Employees who take excessive time off or abuse the benefits of sick/personal time provided are subject to discipline, up to and including discharge. Employees that exceed 5 unpaid days outside of the paid days given will not be eligible for contract renewal and could be subject to immediate termination.

- After a (90) day probation period, full-time staff members will receive 35.0 hours (5 days) of paid Time Off (PTO), which can be used as sick, vacation or personal time in addition to the 27 Paid Days off that are implemented in the calendar throughout the contracted period.
- There is NO PTO offered in September and June as acclimation into and out of the school year is critical for the adjustment. Time off Requests include any hours the employee will not be present during regularly scheduled hours.
- PTO days cannot be used more than 3 consecutive days in a row. Any time past 3 days requires a doctor's note.
- PTO cannot be transferred to other staff members.
- Employees may not borrow against their PTO Bank.
- PTO Must be requested in writing via BambooHR one week prior to the day(s) being requested. Requests will be evaluated based on several factors, including anticipated workload requirements, staffing considerations, and the hardships of Busy Little Bees during the proposed period of absence. **All requests must be approved by the Director.**
- Completing a request for time off form does not guarantee time off.
+9Requests will be considered in the order of which they are received.
- Once there are two scheduled employees off for any particular day, that

day becomes a Black Out Day for the rest of the staff. An employee who does not come into work on a Black Out Day will not be paid and is subject to additional consequences. 3 or more unapproved absences on Black Out Days could result in termination.

- Absence due to illness or family emergency must be requested at least 2 hours before the employee is scheduled to work.
- It is your responsibility to notify the Director personally BEFORE your starting time if you are late. State the reason for your lateness and when you expect to arrive at work.
- Employees requesting leave related to any medical condition concerning the employee will be required to **provide a physician's statement** verifying the condition, its beginning, and expected end dates, and the estimated time required. **This means a signed doctor's note must be brought when the employee returns to work.**
- Employees are to text the Director, Emily Hagdorn, at 201-779-0356 to provide an explanation of any absences or delays the employee is anticipating. Failure to call in personally to report absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness unless there is an extenuating circumstance that the employee cannot communicate for themselves. You may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide documentation could result in discharge.
- Employees must stay until 3 pm on all half days unless noted by the Director.
- In-class employees who leave at 2:30 instead of 3 p.m. will receive 47.5 hours paid for time they have not worked. All Staff members, must remain on site until the last child in the school is picked up, with the exception of aftercare students.
- Admin Staff must work 7:30am to 2:30pm or 8am to 3:00pm – Schedule to be determined by the Director.
- Any employee who is late must make up their time by the end of that week, or it will be deducted from their PTO bank.
- Employees will be able to earn 1 PTO day per Staff Bonding event they attend (this excludes the event that the employee is planning)
- Employees will be able to roll over any PTO days they earn throughout the year as long as the employee has attended at least 3 staff bonding events.

- Employees will not be eligible to roll over the 5 days they are given by Busy Little Bees.
- Employees can enter a lottery to be considered for a blackout day designated by Busy Little Bees. Only one employee will be selected per Black Out Day (ie: if you want to enter into a lottery to be off before or after a break, you can enter to be chosen). One employee will be chosen at random. If chosen, you will not be eligible the following year to enter the lottery for that break's Black Out Day (before or after). The Director reserves the right not to have a lottery for any date that requires staff attendance for training or a meeting as appointed by the Director. This day off will be paid by your PTO bank

BLACK OUT DAYS:

There will be no approved time off for any day that is considered a "Black Out Day." Below are the foreseeable Black Out days for this school year. When two or more staff members are scheduled to be out, that particular day becomes a Black Out Day to support the needs of the facility. Three or more unapproved absences on Black Out Days could result in termination. **The Director reserves the right to add Black Out Days as needed for the goodness of Busy Little Bees and any unforeseeable demands.**

- August 25th-August 29th
- The month of September, with the exception of sick days accompanied by a doctor's note
- October 10th – Mandatory Staff Training hosted by BBOED
- October 14th
- October 31st
- November 3rd (Lottery Eligible)
- November 12th
- November 26th
- December 1st (Lottery Eligible)
- December 18th – Parent/Teacher Conferences
- December 23rd
- January 2nd – Mandatory Staff Training hosted by

BBOED

- January 16th (Lottery Eligible)
- January 20th (Lottery Eligible)
- February 12th
- February 17th
- March 26th – Parent/Teacher Conferences
- April 2nd (Lottery Eligible)
- April 13th
- May 22nd
- May 26th
- The month of June, with the exception of sick days accompanied by a doctor's note OR Proof of Graduation or Wedding for immediate family members.

Note: All absences will be monitored. The director will address excessive absences or a pattern of absences that begin to occur, which could be grounds for termination. It is important to understand that when we are short on staff, it is not only stressful for the other staff members but also affects the children.

BEE STINGS PROGRAM:

If an employee is asking for an exception to be made to any of the policies as written, this request will need to be made in writing to the Director. If the director grants the exception, it will count as a "Bee Sting". Bee Stings will be monitored, and once an employee reaches 5 Bee Stings, they will be required to remediate this by an unpaid act of service to Busy Little Bees in the amount of 5 hours (1 hour per Bee Sting). If an employee would like to remediate their sting prior to reaching five to decrease the Bee Stings, they can offer an act of service that will be reviewed and approved by the director to remove a Bee Sting. This should incentivize all to keep their stings away from 5 before an unpaid act of service is required. Any employee exceeding 5 Bee Stings will not be eligible for a raise the following school year or an end-of-year winning bonus. Once an employee reaches 5 Bee Stings, they are not eligible to be removed. Any exceptions made will be deducted in hours equal to the exception from the PTO bank in addition to the Bee Sting.

- Examples of what an exception would be that would result in a Bee Sting:
 - I need to leave early unexpectedly
 - Requesting time off with less than 1 week of notice
 - Call-outs unrelated to illness
 - Issues with Child care resulting in your child coming to work.

TECHNOLOGY:

All employees who receive an Alexa device, Apple or Windows laptop, desktop computer, or tablet/iPad from Busy Little Bees must sign a Technology Contract Agreement. All Technology provided is to be returned in the same condition as it was given. Any damages to any devices are at the expense of the employee to repair or purchase new in cases where repair is not an option. Devices are NOT to be used for any personal use. Employer reserves the right to withhold employees paycheck in the exact amount it will take to repair any devices in need of repair or replacement.

PERSONAL CHILD CARE:

All Employees of Busy Little Bees with children are expected to make a valiant effort to obtain childcare for their children to prevent tardiness or absenteeism. Employees are not permitted to bring their child to work when they do not have childcare without approval from the Director. When and if children are permitted on site they are not to interfere with the care of our students and will need to sit in the office for the duration of the time the employees child is present.

STAFF BONDING:

Employees are required to plan and attend one staff bonding event for the month designated to them. Employees will receive one day of PTO added to their earned bank for every staff bonding event they attend (except for the one they plan). Employees will be eligible to roll over the days earned from attending staff bonding as long as they attend 3 minimum (not including the one they plan).

ORIENTATION

All new employees are oriented to the **Busy Little Bees** policies and procedures. Orientation will begin on a staff member's first day (or otherwise noted by the Director) of employment and continue through his/her **first 30 days**. The **90-day review** will evaluate an employee's performance of all

expectations explained during orientation. Any staff member may ask the Director or Head

Teacher for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold preschool expectations at all time.

The orientation program covers all of the following:

- Supervising and Tracking Students
- Center Operations, Policies, and Procedures
- Group size limits and Primary Care Giver responsibilities
- Recognizing and Reporting Child Abuse or Neglect
- Evacuating the center/Fire Alarms/Emergency Procedures and Lockdown
- Release of Children Policy
- Discipline Policy
- Health Practices, including Medication symptoms or illness.
- Recognizing and responding to injuries and Emergencies
- Policy on Communication to Parents, including injuries
- Social Media Policy

TRAINING

All staff members must obtain **10 clock hours** of training annually (**20 hours for Head Teacher and Director**) exclusive of CPR and First Aid, selected from the following areas:

- Child development
- Care of children with special needs
- Child health
- Nutrition and Safety
- Curriculum planning
- Risk management
- Identification and care of ill children
- Recognition of child abuse, neglect, and sexual abuse and the responsibility of reporting any incidents
- Cultural diversity
- Professional development
- Sexual Abuse

Note: It is the responsibility of each employee to pay for any costs that may result from these trainings unless otherwise stated by the Director. It is also the responsibility of each staff member to keep track of their hours. All paper copies of hours and certificates must be given to the Director for the staff training logbook.

****Failure to obtain 10 clock hours (20 for head teacher and director) will result in employee termination.**

PROBATIONARY PERIOD

The Probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **Busy Little Bees** uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or **Busy Little Bees** may end the employment relationship at all and at any time during or after the probationary period with just cause to be documented and explained in a **written notice** and signed by both parties.

All new employees work on a probationary basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of absence. If **Busy Little Bees** determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated, however, an employee can be terminated for as circumstances that arise which do not align with Busy Little Bees Policies:

- Absence without a leave authorized by the Director of **Busy Little Bees**

- Failure to return to work from lunch breaks
- Failure to return from an approved leave without notifying the Director
- Failure to abide by the Policies/Procedures listed in the employee handbook.
- Inappropriate Job Performance

COACHING AND/OR PROGRESSIVE DISCIPLINARY ACTION

You are expected to follow all policies and procedures for the smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive disciplinary procedures will be followed. These procedures may include but may not be restricted to the following

- Oral coaching or warning, written warning, written improvement plan, administrative leave without pay, up to termination. (Nothing in this policy or handbook is intended to limit in any way the Preschool's right to terminate at any time, with or without cause and with or without advance notice).

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image **Busy Little Bees** presents to parents and their children, visitors, and guests. Our philosophy is to provide a culture of a comfortable, business-like appearance that promotes confidence and professionalism in the public. With that in mind, the following dress code will be implemented and enforced at all times.

All employees should wear an appropriate uniform top, non-ripped or transparent pants, capris, or biker shorts and comfortable shoes, such as sneakers, uggs, or closed toed flats. (No Jeans, No open-toes shoes)

- **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure to prevent children from grabbing and pulling loose.
- **Shoes** must be neat and in good repair at all times. Since you are expected to engage the children in activities on the playground, your shoes should

be appropriate for the situation. For safety reasons, open-toe or open-heel shoes are not permitted (no flip-flops or sandals).

- **Clothing** should be clean and in good repair at all times. All employees must wear their Busy Little Bees uniform shirt, clean and free from holes, and any non-ripped or transparent pants, capris, or biker shorts (expect jeans). You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day.
- **Dress-down days** will be permitted every Friday with a \$1 donation to be gifted to the charity of the staff's choosing. On these designated days, employees are encouraged to dress in accordance with the designated theme, if applicable.
 - If the employee does not wish to participate in the designated theme identified on Dress Down Day, the employee must follow a regularly scheduled uniform day.
 - When jeans are permitted (for Dress Down Days), they should be clean, unripped, and worn in an appropriate manner.
 - Busy Little Bees Administration reserves the right to restrict or limit Dress-down Days for individual employees who have not followed the policy as written above. Employees will receive 1 verbal warning and 1 written warning prior to restricting or limiting the Dress Code Policy on an individual level unless a particular situation warrants dismissal of the employee for that day.

Note: Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work and may be marked late. Consult your Director if you have any questions as to what constitutes appropriate dress.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At

Busy Little Bees, every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

1. Pleasant smile
2. Gentle approach
3. Friendly greeting/conversation
4. Maintaining professionalism

Note: All employees at **Busy Little Bees** will greet every parent and child with a smile to let them know that you are truly happy to care for their child.

PERFORMANCE EVALUATION

- **Daily Support** – Employees are strongly encouraged to discuss job performance and goals with the Director on an informational, day-to-day basis.
- **Coaching Meetings - Busy Little Bees** will support all employees with ongoing and regular coaching meetings to address any employment issues at which performance concerns may be addressed (on an as-needed basis). These may also come in the form of staff meetings after regular work hours have ended.
- **Mandatory Staff Events**—Busy Little Bees staff members are required to attend all scheduled staff meetings, the New Parent Orientation (Tentatively Scheduled 6pm to 8pm on August 29th), the Back-to-School Night for parents (Tentatively scheduled 6pm to 8pm on September 12th), and the parent/teacher conferences (Tentatively scheduled from 1pm to 3pm and 5pm to 7pm on December 12th and March 25th). The dates outlined above are meant to help arrange staff schedules. However, the dates and times can change and staff are required to attend. Any employee who does not attend these mandatory events will receive a written warning up to termination at the discretion of the Director.
- **Staff Reviews** – Staff reviews are to be performed **once a year** to measure individual performance of established objectives and personal growth goals for the school year.
- **Probationary Period Evaluations** – A formal performance evaluation will be conducted at the end of the employee’s initial period of hire, known as the introductory period (**90 days**).

- **Formal Performance Evaluations**—Additional formal performance evaluations may be conducted to provide the Director and the employee with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals. The Director will be responsible for coordinating evaluations through the appropriate necessary support.

PAYCHECKS

Paychecks are directly deposited into employee bank accounts on the 15th and 30th of each month from September through June.

PAY DEDUCTIONS

The law requires that **Busy Little Bees** make certain deductions from every employee's compensation. Among these are applicable federal and state taxes. **Busy Little Bees** also must deduct Social Security taxes on each employee's earnings.

ADMINISTRATIVE PAY CORRECTIONS

Busy Little Bees takes all responsible steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

SICK LEAVE

Sick leave provides employees with paid time off due to illness. Full-time employees are eligible for **five (5) paid** days per calendar year. An employee may submit a physician's note requesting additional days **without pay** when missing more than two consecutive days due to illness. You can **NOT** ask to be out sick (without pay) and save your paid sick days for another time.

JURY DUTY

Jury Duty is considered part of your civic duty, and thus the Preschool will pay the difference between your regular pay and jury duty pay. Proof of attendance and wage earned for jury duty attendance must be submitted for the day subsidy.

MILITARY LEAVE

Military leave is considered a heroic act; we appreciate your service to our country. Since the military pays you for your days of service, **Busy Little Bees** will not be compensating you for those days missed. A list of those days must be submitted in writing to your Director at the start of every school year so that coverage can be arranged.

FUNERAL LEAVE

Bereavement time will be paid to all full-time employees for up to **three (3)** continuous days for scheduled time lost due to the death of an immediate family member, including parent, spouse, child, brother, sister and spouse's parents.

SNOW DAYS

In the event of inclement weather and the **Busy Little Bees** is closed, all staff members will be paid for the snow day. If the Bayonne Board of Education exceeds the number of snow days it has allotted for the year and days must be made up over spring break or at the end of the school year. All **Busy Little Bees** staff members **must report** to work on those days. Please wait to make vacation plans over the spring break until you are sure we will be closed.

USE OF CELL PHONES

Calls for or by you should be conducted either before or after a shift. Cell phones are **not** to be used in the classroom or on the playground. They should only be used on breaks or when an employee is off the clock. In emergency situations, please advise the Director and she will be happy to make other arrangements. **Our children should have your full attention at all times.**

Note: This includes texting on the cell phone while in the classroom/playground when the children are in your care. Cell phones should be turned off or silenced and put away during the day. If you are caught using your cell phone during your shift, employee may receive a verbal or written warning up to termination.

SOCIAL MEDIA POLICY

Staff members need to be mindful of what they post on social media. Your posts and photographs not only represent you but reflect **Busy Little Bees**. Staff

members should not give out their personal cell phone numbers or private email addresses to the parents. Employees are not permitted to provide private childcare services to any current student enrolled in our PreK or Summer Camp Program. Employees are not permitted to transport any of our current students to/from school under any circumstances with the exception of being a Family member of the student which waive liability as an employee. If a parent needs to contact you, they can through the preschool phone (201) 575-2727, by email using the main email address: TheHive@BusyLittleBees.org

WEBSITE PHOTOS:

Employees agree to be photographed on our Busy Little Bees Website, Instagram, and Facebook account as part of our company's effort to advertise the goodness of our childcare services. Employees will provide photos to the Director or designee, weekly as requested and on special events to ensure that we reach our Marketing goals at Busy Little Bees.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received and read **Busy Little Bees's** Employee Policy and Procedure Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with **Busy Little Bees** is at will and may be terminated by the Director of **Busy Little Bees** at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures Handbook or any oral statement or representation by any employee or representative of **Busy Little Bees** shall be deemed to create a contract of employment or any other modification of the at-will employment relationship.

I also understand that any or all the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by **Busy Little Bees** at any time, with or without notice.

Employee, Signature

Date

Employee, Printed Name

Busy Little Bees Director, Signature

Date

Director, Printed Name