

Welcome



Tots 'N Toyland

Preschool and Daycare Employee Handbook

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Introduction to Company & Values

Welcome Aboard!

Started in 2014, Tots N Toyland is aiming to be recognized as the most inclusive, high-quality childcare center in our area. Founded by Erica Dorsey and Callie Dean, we pride ourselves in being a workplace that works hard, has fun, and serves our families with A+ quality every day.

What Is Important To Being A Part Of The Team At Tots N Toyland?

We believe in:

Continuous Improvement – Both for our own professional development and for the services we provide our families, becoming a better version of ourselves is important to the very core of Tots N Toyland. You're willing to learn, improve and innovate constantly.

Rolling Up our Sleeves – No matter your level in the organization, you're willing to dive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done is done.

Transparency – We believe in being honest with our families and with ourselves. You're willing to be open, trustworthy and truthful in all company dealings.

Reliability – Our company and our families rely on our ability to be present, to invest time, and to deliver quality care to the children. While you are at Tots N Toyland, you will strive to always be present when expected, be on time and assist whenever we have an unexpected shortfall.

Excellence - Our work is our art and you will demonstrate attention to detail, pride, and the highest quality behind every action you take with our children and their families.

Experiences – Learning by experience is the way we grow. We shouldn't be afraid of failure if we're trying, learning, and moving forward. You will push yourself to try new things both personally and professionally, and share lessons learned with your peers.

Tots N Toyland policies may change at any time, and staff employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable company policy, the policy will govern. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.

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Non-Disclosure Agreement (NDA) and Conflict of Interest Statements

To protect company assets, we require all employees to adhere to our non-disclosure agreement and avoid any conflicts of interest.

Non-Disclosure Agreement (NDA)

Employees & contractors must not misuse confidential information, including internal and client information and communications. It is a condition of employment that the employee signs the Tots N Toyland Confidentiality and Intellectual Property Assignment Agreement, which will be provided under separate cover.

Confidential information generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial standing, employability, privacy or reputation. The Company is bound by law or contract to protect some types of confidential information, and in other instances the Company requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes but is not limited to:

- Payroll records, salary, and non-public benefits information
- Social Security numbers, driver's license numbers, state identification card numbers
- Credit and debit card information, and financial account information
- Personnel records, including but not limited to information regarding an employee's work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline
- Individual conflict of interest information
- Computer system passwords and security codes
- Information regarding client accounts including client information
- Tots N Toyland's internal business plans, tools, products, and strategy methods

Conflicts of Interest

The Company understands that it's staff employees may have or be involved in outside financial, business, professional, academic, public service, or other activities. However, outside activities or commitments, familial or other relationships, private financial or other interests, and benefits or gifts received from third parties may create an actual or perceived conflict of interest between the staff employee and the Company. A conflict of interest is a situation, arrangement, or circumstance where the staff employee's outside or private interests or relationships interfere or appear to interfere with those of the Company or cast doubt on the fairness or integrity of the Company's business dealings. Every employee is responsible for disclosing to his or her

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supervisor, any financial or personal interests, activities, or personal or familial relationships that create an actual or perceived conflict of interest.

The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise in the course of an employees' duties and external activities. This policy does not seek to unreasonably limit external activities but emphasizes the need to disclose conflicts and potential conflicts of interest and commitment, to manage such conflicts and to ensure that the Company's interests are not compromised.

As a basic condition of employment, all Company staff members have a duty to act in the Company's best interest in connection with matters arising from or related to their employment and other Company activities. In essence, this duty means that employees must not engage in external activities that interfere with their obligations to the Company. They may not damage the Company's reputation, compete with the Company's interests, or compromise the independence of the Company's research and business activities, or be seen as doing so. Staff employees likewise must not profit or otherwise gain advantage from any external activity at the Company's expense or engage in external activities under circumstances that appear to be at the Company's expense.

Staff employees must disclose and avoid actual and perceived conflicts of interest or commitment between their Company responsibilities and their external activities. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed.

Anti-Discrimination Policy

Tots N Toyland provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions).

No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person or other classes protected by law. This policy includes the commitment to maintaining a work environment based on inclusion and free from unlawful harassment.

Under this policy, no employee or applicant shall be subject to retaliation (including harassment, intimidation, threats, coercion or discrimination) because he/she has engaged, in good faith, in the following activities:

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- (i) filing a complaint under this policy with the Company, or with federal, state or local equal employment opportunity agencies;
- (ii) assisting or participating in an investigation or other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action law;
- (iii) opposing any act or practice prohibited by this policy or federal, state or local equal employment opportunity or affirmative action law;
- or (iv) exercising any other right protected by federal, state or local equal employment opportunity or affirmative action law.

Staff employees and applicants for employment should immediately bring any complaint or retaliation under this Policy to the business owner.

Tots N Toyland complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA). Employees with any questions or requests related to these laws and guidelines, including the ADA, should contact the Company's ownership.

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Compensation

The amount of compensation you will receive is provided in your offer letter. In addition, Tots N Toyland is required to deduct specific amounts from your paycheck. These deductions may be taken pre-tax or post-tax depending on IRS tax rules.

Required deductions for federal and state taxes

As an employee of Tots N Toyland, there are certain mandatory deductions under federal law that must come out of employees' paychecks. They are:

- Social security (pre-tax)
- Medicare (pre-tax)
- Federal withholding taxes (pre-tax)
- State withholding taxes (pre-tax)
- Court-ordered garnishments/child support (post-tax)
- Voluntary deductions

Voluntary deductions from an employee paycheck can include participation in benefits programs such as medical, dental, or vision insurance. These are elective deductions and may be taken pre-tax as laws permit.

Employment At Will

Tots N Toyland abides by the at will employment doctrine, which means in essence that employees have the right to terminate employment without notice and without cause, for any reason. They are employed at will. As an employer at will, Tots N Toyland also has the right to terminate any employee for any reason, and without advanced notice, except where federal or state law prohibit such actions.

Employee Benefits, Incentives, Development and Payroll

Wages & Pay

- Payroll is managed in-house and paychecks will be paid bi-weekly on Thursdays, using a Thursday-Wednesday time frame.

Benefits

- Employees are eligible for paid holidays, vacation days, early release, late openings, and extra earned time off after a minimum of 1 year of employment. These benefits will be individually determined and approved by the company owner before implementation. Paid snow days are given upon hiring.

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Health Insurance

We want you to have great insurance! We, as a company, do not solely provide health insurance, however, if you need or want insurance please speak to us about finding the best option for you. We will work with you to find the best coverage.

Other Deductions

The Company may make deductions from an employee's pay for:

Full day absences for personal reasons or sickness if vacation/sick leave has been exhausted

Any days not worked in the initial and final weeks of employment

For hours taken as unpaid leave

Overtime Pay

Some employees of Tots N Toyland are considered to be exempt from overtime.

Exempt status as classified by the Fair Labor Standards Act (FLSA) is for those employed in professional roles, such as those at Tots N Toyland with a salary (versus an hourly wage).

Non-exempt status is reserved for hourly workers, and they are eligible for overtime.

If you have questions about your status, please ask your supervisor.

Pay Schedules

Employees at Tots N Toyland are paid on a bi-weekly basis via check or direct deposit. Payday is Friday and will reflect a pay period of 10 business days starting Thursday and ending Wednesday.

Break times

To ensure your general health and productivity, employees are offered rest breaks varying between 1-2 hours for shifts lasting longer than 6 hours. Part-time shifts do not receive a designated rest break, but one can be requested and is expected to be offered at any time during a shift the employee needs it, with the understanding that time is unpaid.

Resignation procedures

If you decide to terminate your employment, it is recommended that you give at least a two week notice to your supervisor in order to maintain a mutually respectful relationship. All resignations must be submitted in writing or email to the company owner.

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Tots N Toyland Compensation Table

<p>Evaluation Criteria for Tier 1 \$9.00 Per Hour</p> <p>Minimum Continuous Tenure - 0 Months Call Out Frequency - Less than 4 Tardy/Early Exit Frequency - Less than 5 Performance Score - Baseline</p>	<p>Evaluation Criteria for Tier 2 \$9.50 Per Hour</p> <p>Minimum Continuous Tenure - 6 Months Call Out Frequency - Less than 4 Tardy/Early Exit Frequency - Less than 5 Performance Score - 90-100 Points</p>
<p>Evaluation Criteria for Tier 3 \$10.00 Per Hour</p> <p>Minimum Continuous Tenure - 12 Months Call Out Frequency - Less than 4 Tardy/Early Exit Frequency - Less than 5 Performance Score - 90-100 Points</p>	<p>Evaluation Criteria for Tier 4 \$10.50 Per Hour</p> <p>Minimum Continuous Tenure - 18 Months Call Out Frequency - Less than 4 Tardy/Early Exit Frequency - Less than 5 Performance Score - 90-100 Points</p>
<p>Evaluation Criteria for Tier 5 \$11.00 Per Hour</p> <p>Minimum Continuous Tenure - 24 Months Call Out Frequency - Less than 4 Tardy/Early Exit Frequency - Less than 5 Performance Score - 90-100 Points</p>	<p>Post Tier 5 Annual Increases \$.25 Per Hour</p> <p>Minimum Continuous Tenure - 36 Months Call Out Frequency - Less than 6 Tardy/Early Exit Frequency - Less than 9 Performance Score - 90-100 Points</p>

- Tiered pay increases are evaluated every six months from the initial starting date of employment. Tier levels are awarded incrementally based on current level minimum requirements.
- Performance scores falling at 90 or above, as well as maintaining tenure, call-out frequency and tardiness thresholds within the listed range, will result in a pay tier increase.
- Performance scores falling between 70-89 points will result in the continuation of the current pay tier regardless of other met criteria.
- Performance scores below 70 points will result in a tier demotion regardless of other met criteria.
- Call-Out frequency of more than 3 times will result in a tier demotion regardless of other met criteria.
- Late/Early Exit of more than 4 times will result in a tier demotion regardless of other met criteria.
- Call-Out frequency of more than 6 times will result in termination.
- Administration reserves the right to establish the initial pay tier at their discretion and may be higher or lower based on factors such as, but not limited to: experience, education, references.

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Leave Policies

Tots N Toyland provides the following kinds of leave after the employee has completed their 90-day probationary period. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis. All leave is on a use-it-or-lose it basis that resets on January 1st of each year.

Vacation Leave

Tots N Toyland defines “vacation leave” as leave needed for personal trips such as vacation. Tots N Toyland provides the following amount of vacation time for employees unless otherwise specified in their employment agreement:

Between 0-1 years tenure = 5 days or 40 hours (unpaid)

Between 1-3 years tenure = 5 days or 40 hours (paid)

Between 3-5+ years tenure = 10 days or 80 hours (paid)

Vacation leave must be requested at least 2 weeks in advance and approved by a Program Director. Vacation is never paid out at the end of employment.

Sick Leave and Allowable Time Off

Tots 'N Toyland allows for *30 unpaid hours* of unexcused time off every 6 months for each employee (regardless of tenure). Unexcused time is defined as time taken off without a prior two week authorization request from the administration and without a faxed doctors note. This is including time for appointments, unexpected illness, trips, vacations, and any other reasons not listed in the “excused” category.

An additional *20 unpaid hours* of excused time off is permitted for unexpected illness or required doctor’s appointments every 6 months. This is only valid with a signed note faxed from the doctor’s office.

Exceptions to these parameters: maternity leave, bereavement leave, and earned paid time off based on tenure.

Late Arrivals

I understand that tardiness to work is not acceptable. If time is needed to drop off my child or personal items, I will plan my morning efficiently to be sure that those needs are taken care of before I am to be at work. I understand that I am to be in my designated classroom, ready to begin the day, at the start of my shift. Failure to do so will count as being late to work. If you are either not ready to begin on time which means at a minimum 5 minutes prior to your scheduled shift time, or physically not here, it will initiate the Progression of Discipline Policy.

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Medical and Family Leave

As a company with fewer than 50 employees, please note that we are not required to comply with the federal Family Medical Leave Act (FMLA).

However, should a situation come up where leave might be required for a personal or family medical issue, we will review providing unpaid leave or flexible working arrangements on a case-by-case basis for employees in good standing who have worked at the company for at least one year.

Bereavement Leave

Tots N Toyland offers up to 2 days (unpaid) for bereavement leave for employees with an additional 1 day or 8 hours for funerals that require travel of over 100 miles.

Tots N Toyland reserves the right to require proof of need for bereavement leave.

Holidays

Tots N Toyland provides the following holidays (paid out based on tenure and performance):

New Year's Eve

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & the Friday after Thanksgiving

Christmas Eve

Christmas Day

Day After Christmas

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Progressive Disciplinary Policy

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the classroom. The progressive corrective action process should be handled consistently within each classroom and for each problem. However, progressive discipline is not guaranteed, as Tots N Toyland is an at will employer, and may choose to terminate an employee at any time with or without cause. The Progressive Corrective Action Process refers to the following actions:

- Counseling or verbal warning;
- Written reprimand and warning;
- Suspension;
- or/ Suspension pending investigation and final determination;
- Discharge

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, the Company reserves the right to effect immediate termination consistent with our rights as an at will employer. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.

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Immediate Termination

However, in cases of serious workplace misconduct an employee is likely to be discharged immediately. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior/language of a threatening, abusive or inappropriate nature;
- Misuse, damage to or loss of Company property;
- Falsification, alteration or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;
- Insubordination (e.g., refusal to carry out a direct assignment);
- Misuse of the Company's electronic information systems;
- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants;
- Any action that violates federal, state or local law.
- Abuse, neglect or inappropriate interactions with children.

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Company Policies and Procedures

- Cell phones must be used for company correspondence and KidReports use ONLY.
- Absolutely no cursing around the children
- All conversations with teachers should be work related. The classroom is not the place for personal business and communication.
- Employees must plan for any absences at least two weeks in advance and attempt to get shift covered from employee pool. If sick, then please notify a director as soon as possible. Failure to show up on time will result in a reprimand and reminder of policy.
- Be sure to maintain professional relationships and communication with all parents.
- Problems with parents, students, or other employees should be taken to management if issue is severe enough. The classroom is NOT an appropriate area to discuss issues with fellow employees. Gossip will not be tolerated.
- Respect yourself, your superiors, your coworkers, parents and the CHILDREN
- No smoking on site (including outdoors). This includes e-cigarettes and vape pens .
- No alcoholic beverages on site.
- Cleaning supplies must NEVER be left out while children are in the room. Must stay locked and out of reach.
- Employees must commit to and complete annual training to stay up-to-date and educated on the best and most productive ways to care for our children.
- All weapons stored in vehicles only. Do not bring weapons into the building. This includes but is not limited to firearms and pocket knives.
- Additionally, there will be a full, collaborative staff meeting every 3 months.
- Submit to random drug screening plus a potential initial screening upon hire.
- Must be free of criminal history and report any criminal charges to supervisor immediately.
- Employees will be allowed 6 unexpected absence instances each year. An instance could be one or two days or a consecutive week depending on the illness or interruption.
- Failure to comply with any company policies will initiate the Progression of Discipline Policy.

Key Fobs

At the time of your employment, please accept a key fob to grant access in and out of the building. At the end of your tenure with us you are required to return the key fob in proper working order. Back door code: 1455*

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Computers and technology

The Company’s information technology systems and the information served by those systems are valuable and vital assets to the Company. This includes all computer systems (hardware and software), communication systems (networks, telecommunications, video, and audio broadcast systems), and information (processes, documents, data, text images, etc.) in any form on any media.

The Company’s information technology systems and all data that reside on them are Company property and may only be used in compliance with applicable law and Company and department policy. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control.

- The Company has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems. Staff employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from the Company’s information technology systems.

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Parking

The parking spaces in the front and back are open to you as an employee. However, please do your best to park in the back parking lot when available as we prefer to keep the front spaces open for parents. Additionally, **DO NOT** park in any of the spaces in front of the hair salon including the first three spaces after the dumpster in the back parking lot.

Attendance

I understand that attendance is to be submitted every day at 7:25am, 7:55am, 8:25am, and 8:55am as well as 2:30, 3:50, 4:20, 4:50 and 5:20 every single day. This attendance is to be sent via the Facebook Messenger group. Failure to do so will initiate the Progression of Discipline Policy.

Signature: _____ Date:

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Dress Code

- No leggings, yoga pants, or other things of that nature unless dress/skirt passes fingertip test
- No see-through shirts, pants, etc.
- No shorts
- Before coming to work, please bend over and raise your arms. If belly, back, or cleavage is shown it is not work appropriate
- No jewelry that may hinder your ability to care for the children comfortably. Babies will pull on necklaces or dangling earrings. If its chunky or delicate maybe think twice.
- If wearing a sleeveless shirt, please bring an accompanying sweater, cardigan, or cover up. Always be mindful of bra straps and the “showiness” of the shirt.
- No jeans with holes, tears, or stains. If jeans are worn must be a dark color.
- Bra straps should not show
- Tights may be worn with dresses, just be sure dress or skirt passes the fingertip test and you can bend over without showing anything.
- Shoes are not permitted
- No vulgar or obscene tattoos, t-shirts, or accessories
- No facial piercings
- An extra change of clothes/shoes can (and likely should) be kept in your personal area
- No sweatshirts or athletic clothes
- No crop tops
- Natural hair color. May be dyed but a natural color
- Facial hair is to be kept short or clean shaven.
- Men, please wear long sleeved button downs, polos, etc. No t-shirts.
- Nails must not be a hazard. Must be squared or rounded. Be sure if you have fake nails, that there is NO RISK of them falling off and becoming a choking hazard.

Failure to uphold these rules will be cause for reprimand or discontinuation of employment. These rules are in place to ensure the safety and professionalism of our business and to ensure each child and parent that they are in the best care possible.

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Allergens

I understand that Tots 'N Toyland is an ALLERGEN FREE center. These allergens include:

Shellfish

Nuts

Eggs

Milk

If you, or a parent, decides to bring in outside food, be sure that it is allergen free. This includes birthday snacks, lunch items, candy, and any other treats. If an item is brought in containing these allergens I understand that I am to dispose of it. Failure to do so will result in a write-up or termination depending on the severity of the offense.

Signature: _____ Date:

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Classroom Procedures

Refer to the accompanying Opening and Closing Procedures, Ratio Management Chart, and Cleaning Schedules to stay abreast of expected daily duties.

Classroom Rules

- Sight and sound supervision at all times
- Children are to be engaged in structured, purposeful play
- Hands to yourself
- No rough or unsafe play
- No running indoors
- Inside voices are to be used at all times
- Constantly scan environment for unsafe toys or pieces, crush hazards, pinch points, small pieces, standing on furniture
- Be sure children are upholding integrity of toys and equipment. This is including keeping toys labeled and classroom organized
- Children should participate in at least 2 developmentally appropriate crafts per week. See the theme list at the back of this handbook for a guideline.
- Employees MUST wash both theirs and the children's hands after:
 - o Using the restroom
 - o After blowing noses or handling bodily fluids
 - o Before and after diapering or assisting a child with toileting
 - o After changing soiled clothing
 - o Before handling any food or beverage item intended for consumption
 - o After outside time.
 - o **Children's hands can be wiped/washed with a wipe before and after meals
- Attendance must be submitted to the ratio lead to report to the group at 7:25, 7:55, 8:25 and 8:55am ; 2:30, 3:50, 4:20, 4:50 and 5:20pm. Ratio leads are varied by age group, but everyone is expected to share in this responsibility.
- Complete the bleach bottle refill, linen collection, and crib sheet laundry as dictated by the company cleaning schedule.
- Employees must be aware of their classroom headcount AT ALL TIMES.
- Teachers will plan, schedule, and implement the developmentally appropriate daily experiences for their classroom
- Maintain a physical environment conducive to children's growth and development and arrange to promote optimal program functioning.
- Respect the dignity and rights of each child
- Help children learn to adapt to, and cope with, real life situations and to develop appropriate habits in such activities as eating, dressing, napping, and personal hygiene.
- Make daily observations of the health of children, reporting conditions that require attention; administer first aid treatment.
- Ensure that equipment and materials are accessible, appropriate, and in good condition

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Discipline

- Discipline is to be implemented at the discretion of the classroom teacher and should always be aligned with the child's best interest.
- Biting is to be reported immediately to the director on duty where an appropriate intervention plan can be initiated. Injury and Incident reports are required for every bite.

Meetings and Employee Conferences

- Employees will be required to attend regular meetings with a Program Director (in addition to the quarterly development meetings). These meetings will be essential to discuss any possible issues, maintaining a positive employee-staff relationship, discussing progress, and sharing ideas.
 - o Meetings will occur every 1-2 months or on an as-needed basis.

Employee Training

- All employees are required to attend 16 hours of mandatory training annually. Training will be held every three months in January, April, July, and November.
 - o Training in topics including but not limited to: child safety and security procedures; identification, prevention and reporting of child abuse; child nutrition and health; and professionalism.

Personal Social Media

- While we understand the importance of social media in our modern society, at Tots 'N Toyland we require that our employees' personal social media accounts are:
 - o Appropriate
 - o Free of politically and religiously charged material
 - o Free of cursing, lewd photos, and innuendos
 - o Set to "Private" for ALL content and posts made from other parties, including bio information such as relationship affiliations religious or political affiliations (the public should not be able to correlate you with another user beyond a Facebook friend)
- Upon hire, employees should go through their personal social media accounts to ensure they meet our company standards.
- Information about the center, your students, parents, and your work day should not be present on your social media page. Absolutely NO pictures of the classroom or students are to be present online.
- Posts should be honest, accurate, and respectful
- Failure to fulfill these requirements will result in disciplinary action and possible termination.

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- Program Directors reserve the right to evaluate social media accounts and request removal of material that does not align with our company values.
- Social Media use is prohibited during work hours.
- Employees are not to friend request or follow parents on social media. Both parents and employees are asked to follow this policy so there will be no hard feelings. However, if you are comfortable accepting a request from a parent, be sure your account is impeccable

Retaliation is Prohibited

- At Tots 'N Toyland we prohibit taking any negative action against a staff member or the company itself for reporting a deviation from our company standards and policies or for participating in an investigation. Any staff member who violates this policy will be subject to disciplinary action and/or termination.

Signature: _____

Date: _____

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Kid Reports, Documents, and Communication

As a caregiver, your role is to ensure that each child is getting superlative care. To do so, careful observations of each child must be made to discover better ways to teach the child, to ensure proper development, and to aide parents in understanding their child's day. To guarantee those observations, each teacher will be required to maintain the following reports:

1. **Kid Reports:** This is our company-wide communication app. It sends information directly to the parent (and vice-versa) regarding their child's day. It is imperative that teachers are diligently taking attendance, logging meals and activities, and responding to messages in a timely manner. Pictures should be taken and sent frequently so that each child's parent feels close and in touch with their children. Training will be given regarding the app so that you are aware of the nuanced applications it possesses. Please refer to the model forms to get aquanted with what is expected in each age group. ALL communication with parents and caregivers is to be carried out exclusively through the KidReports app. No private email or messaging is permitted.

1. Three-Month Report

- a. Every three months you will turn over your children's ongoing academic and developmental records for supervisory review. Make sure to take time to observe your children for any deficits or gifted strenghts throughout each day and report any concerns or suggestions to the administration as appropriate.
- b. The running records for academic and development do not need to be shared directly with the parents until their conference, but will serve as a guide to observing each child so that we can ensure strong development. You will be sure that each record is up-to-date and in hand for each Parent-Teacher Conference.

2. Six-Month Conference

- a. Every six months employees will attend conferences with the parents of each child in their classroom. The program director will inform you when it is time to hold these conferences and will keep you apprised of the schedule.
- b. These conferences are essential to maintaining positive relationships with parents, keeping parents involved in their child's schooling, ensuring all questions and concerns are dealt with in a professional setting, and maintaining positive growth and development for the children.

- Temperament Information: Each child has a unique temperament that can be essential to planning the child's individual activities or classroom procedures to meet specific needs. In the event a teacher has questions or concerns regarding a child's temperament, please ask a Program Director for more in-depth information as we have resources on hand that could be of service.

Please keep parental communication as positive as possible. If you feel as though a child's behavior is disruptive, aggressive, or negative enough that it warrants a discussion with Mom/Dad, please inform a director before moving forward.

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Confidentiality Agreement

Confidentiality is essential to providing professional care. All staff members are expected maintain confidentiality in all aspects of classroom procedures and interactions, conversations with parents, and contacts with the general public, including the media.

Specifically, all staff members must avoid:

1. Discussing a child in front of other children;
2. sharing information about a named child with anyone other than that child’s parents, your fellow classroom teacher, or a Director;
3. discussing other staff or volunteers with families or the general public;
4. discussing any aspects of the Center’s operation, children or families with anyone, including your family, roommate, friends or the general public, including the media;
5. disseminating written information about a child unless there is written authorization from the parent or guardian;
6. taking photographs or videotapes of children with personal camera, and;
7. copying or removing any document from a child’s file.

Violations of confidentiality by Tots ‘N Toyland employees may be cause for dismissal.

I have read and will adhere to the above policy:

Signature: _____ **Date:** _____

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Video/Audio Surveillance Agreement

Dear Staff,

This is to notify you of our classroom video surveillance cameras. The purpose of the video/audio recording is for child safety, as well as the safety of the daycare teachers, staff and parents.

There will be video/audio recording located in the classrooms, common areas, kitchen, hallway and outdoor play area. Surveillance of the bathroom areas is prohibited and will not be in use. Video/audio feed will be recorded for 30 days and then written over. The surveillance system in use is a wired, closed-circuit system. The hard drive housing the recorded video/audio feed will be kept locked to safeguard the surveillance data against unauthorized viewing/use.

Tots 'N Toyland has posted a video surveillance sign in the center to inform all visitors of the video cameras in use.

I, _____ employee of Tots 'N Toyland Inc. understand that I will be under video/audio surveillance while present at Tots 'N Toyland - 167 Massanetta Springs Road, Harrisonburg, VA 22801.

_____ I understand that I do not acquire ownership rights to any content, documents or other materials obtained through this surveillance and will not be given access to view any content without the expressed consent of Tots 'N Toyland or court subpoena.

_____ I understand that Tots 'N Toyland may disclose personal information if: (a) such information is subpoenaed (b) Tots 'N Toyland believes it is necessary in connection with activity that may be illegal or expose Tots 'N Toyland to legal liability.

_____ I understand that Tots 'N Toyland will not use this surveillance for any unlawful or inappropriate purpose, including but not limited to any violation of the legal rights (including the rights of privacy and publicity) of others

_____ I understand that all recorded content is the sole property of Tots 'N Toyland and will not published, shared, distributed, assigned, or sold and is obtained for the purpose of protecting the welfare of children, staff and visitors.

Employee

Date

Erica Dorsey - Tots 'N Toyland Inc.

Date

Initial _____

The Employee Handbook contains important information about the Company, and I understand that I should consult the Company Owner, or my supervisor, regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding employment agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I further agree that if I remain with the Company following any modifications to the handbook, I hereby accept and agree to such changes.

I have received a copy of the Company’s Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company’s representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Printed Name of Employee

Initial _____