MAGIC FLUTE MONTESSORI SCHOOL

"Where Little Hands Build Big Dreams!"

EMPLOYEE HANDBOOK

📍 1550 NE 147th St, Miami, Fl 33161

ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161

An Investment in Your Child's Future! For more information visit

🎓www.MagicFluteMontessori.com

TABLE OF CONTENTS

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161

Employee Handbook
TABLE OF CONTENTS

Introduction	D-1
Magic Flute Montessori School Mission Statement	D-1
About These Guidelines	D-2
General Guidelines	
At Will Employment	D-3
Nondiscrimination Policy	D-3
Affirmative Action	D-4
Americans with Disabilities Act	D-4
Students with Disabilities and Section 504	D-4
Qualifications for Employment	D-5
Staff Selection Procedures	D-6
Employment of Family Members	D-6
Classifications	D-7
Volunteers	D-7
Children of Employees	D-7
Employee Classifications	D-8
Introductory Period	D-8
Subsequent Introductory Period	D-9
Personnel Records	D-9
Personnel Information Changes	D-9
Facilities and Property	D-10
Employee Personal Items/Materials	D-10
School Master Calendar	D-10
Reimbursement of Employee Expenses	D-11
Use of Magic Flute Montessori School Vehicles	D-11
Key Control	D-11
New Employee Orientation Plan	D-12

Compensation And Review
- Employment Categories D-13
- Fair Labor Standards Act Applicability D-13
- Wages and Salaries D-14
- Overtime D-14
- Training Wage D-15
- Payroll Deductions D-15
- Pay Periods D-16
- Payroll Advances D-16
- Consultations D-16
- Performance Evaluations D-17
- Compensation Adjustments D-18
- Promotions D-18
- Transfers D-19

Educator Planning Time and Access to Curricular Resources D-20

Work Schedule Policy D-21
- Weekly Schedule D-21,22
- Time Code D-23
- Breaks D-24
- On-Duty Meal Period D-24

Benefits
- Employee Classification for benefits D-25
- Health Insurance D-25
- Retirement D-25
- Holidays D-26
- Continuing Education D-26
- College Class Conversion D-26
- Childcare Benefit D-27
- Employee Temporary Leaves and/or Absences
  - Categories of Absences D-28
  - Pre-Arranged Absence and PTO D-29

Paid Time Off (PTO) D-29
Accrual of Paid Time Off D-30
Calculating Pay for Paid Time Off D-31
"Pre-Arranged Absence/PTO Request Form" D-31
"Request for Paid Time Off Form" D-32
Call-in/Sick Leave D-33
Tardiness D-34
Job Abandonment D-34
"Employee Absence/Tardy Form" Policy D-35
Temporary Leaves D-36
1. Vacation Leave D-36
2. Sick Leave/Medical Leave D-36
3. Maternal and Paternal Leave D-36
4. Bereavement D-36
5. Jury Duty D-37
6. Military Leave D-37
7. Federal Family & Medical Leave D-38
8. Extended Leave without Pay D-38
9. Domestic Violence Leave D-39
10. Other Personal Leave D-39

Reinstatement Following "Extended Leave w/o Pay" D-40
Leave Sharing D-40
Inclement Weather D-40

Employee Safety and Health

Occupational and Safety Health Administration (OSHA) D-41
Worker's Compensation and Employee Incident Reporting D-41
Work Related Injuries D-41
Workplace Violence D-42
Harassment and/or Threats from Non-Employees D-42
Diaper Changing Procedures D-42

Personal Conduct D-43

Dress Code	D-43
Solicitation/Distribution	D-44
Cellular Phone Policy	D-44
Personal Phone Call Policy	D-44
Public Relations	D-45
Social Media Policy	D-45
Media Inquires	D-45
Confidentiality	D-45
Considerations when Dealing with Gossip	D-46
Conflicts of Interest	D-46
Outside Employment	D-46
Conduct with Clients	D-47
Non-Compete Clause	D-47
Child Abuse Reporting Policy	D-48
Sexual and Other Forma of Harassment	D-49
Conflict/Problem Resolution	D-50
Grievance Procedures and Appeal	D-50
Substance Use and Abuse	D-51
Smoking Policy	D-51
Alcohol	D-51
Illegal Drugs	D-52
Drug and Alcohol Screening	D-52
Disciplinary Action	D-52
Disciplinary Action and Termination of Employment	D-53
Unacceptable Activities/Causes for Termination	D-53
Firearms, Knives and other weapons	D-53
Termination of Employment	D-53
Resignations	D-54
Additions and Changes	D-55
Addendum A: Social Media Policy	D-57-59
FORMS	D-60

MAGIC FLUTE MONTESSORI SCHOOL

"Where Little Hands Build Big Dreams!"

WELCOME

📍 1550 NE 147th St, Miami, Fl 33161

ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161

An Investment in Your Child's Future! For more information visit

🎓www.MagicFluteMontessori.com

INTRODUCTION:

It is the desire of Magic Flute Montessori School to provide fair and equitable treatment and *reasonable* conditions of employment for all members of the Magic Flute Montessori School.

There are no insignificant jobs at Magic Flute Montessori School, and there are no insignificant jobs or positions. Each person has a place of responsibility, yet each member may be accountable in differing capacities. Every job is necessary for an effective and efficient operation. Employees are expected to work together in a harmonious and cooperative manner. Furthermore, employees are expected to set an example in conduct and morality.

"Your job is important in the work and goals of Magic Flute Montessori School. We are engaged in the most important business in the world, and you are an integral part of that work."

MAGIC FLUTE MONTESSORI SCHOOL MISSION STATEMENT

The mission of MAGIC FLUTE MONTESSORI SCHOOL is to create an exceptional Montessori community for children, teachers, and families, built on mutual trust and respect. We are committed to offering the highest quality education, fostering a love of learning, promoting positive self-esteem, and nurturing cross-cultural understanding. Our commitment is to form lifelong learning experiences allowing every child to become independent, self-confident and inquisitive learners.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

ABOUT THESE GUIDELINES:

These guidelines are intended to provide our employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this publication, as it will answer many of the questions concerning employment.

However, this handbook cannot anticipate every situation or answer every question about employment and/or duties here at Magic Flute Montessori School. This handbook is not an employment contract and does not create contractual obligations, implied or otherwise.

In order for Magic Flute Montessori School to have the necessary flexibility in the administration of policies and procedures, the management of Magic Flute Montessori School reserves the right to change, revise, or eliminate any of the policies or benefits described in this handbook.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES:

AT-WILL EMPLOYMENT:

Magic Flute Montessori School does not offer tenured or guaranteed employment. Employment at Magic Flute Montessori School is on an "At-Will" basis. This means that as long as both the employee and the employer still will for the employment to continue, it can and will continue. If at any point either the employee or the employer no longer will for the employment to continue it can and will end at any time with or without cause and with or without notice for any reason that is not expressly prohibited by law. This At-Will employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary. The contents of this handbook do not constitute the terms of a contract of employment. Nothing contained in this handbook should be construed as a guarantee of continued employment, but rather employment with Magic Flute Montessori School is to be regarded as an "At-Will basis". Any oral or written representations to the contrary are invalid and should not be relied upon by any prospective or existing employee of Magic Flute Montessori School.

NONDISCRIMINATION POLICY:

Magic Flute Montessori School maintains a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment with Magic Flute Montessori School are governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, ethnic background, religion, gender, age, national origin, sexual orientation, handicap, veteran status, or etc..

All decisions made with respect to recruiting, hiring, training, education, on the job treatment and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, and termination of employment including layoff and recall for all employees will be free from any illegal discriminatory practices.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

GENERAL GUIDELINES

AFFIRMATIVE ACTION:

It is the policy of Magic Flute Montessori School to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, sexual orientation, or etc. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits and privileges of employment, compensation, training, opportunity for advancement including upgrades and promotion, transfer, and without discrimination because of race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, sexual orientation, or etc.

AMERICANS WITH DISABILITIES ACT:

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation fringe benefits, job training and other terms, conditions, and privileges of employment. A qualified employee or applicant with a disability is an individual who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position. The ADA does not alter Magic Flute Montessori School's right to hire the best qualified applicant, but does prohibit discrimination against a qualified applicant or employee because of his or her disability.

STUDENTS WITH DISABILITIES AND SECTION 504:

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law, which prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Section 504 requires that students with disabilities be provided a free, appropriate public education. A Section 504 Plan may be developed for students with disabilities who do not need or require special education services but who may need accommodations which can be provided through the general education program.

Parents or guardians will be notified in writing of any of Magic Flute Montessori School decisions, which concern the identification, evaluation, or educational placement or students and their right to appeal these decisions under Section 504.
Further information and assistance concerning Section 504 may be obtained by contacting the Educational Equity Compliance Office.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES

QUALIFICATIONS FOR EMPLOYMENT:

Selection of new personnel or transfers and promotions are guided by provisions of the state Civil Rights Commission's Guide to Lawful and Unlawful Pre-Employment Inquiries and the United States and state Civil Rights Acts, as amended.

1. A positive attitude of cooperation with the Magic Flute Montessori School management and staff, and the Magic Flute Montessori School Director.
2. Any other qualifications as listed in the state law or administrative code governing employment in this type of institution or organization.
3. Evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control of the United States of America (I-9).
4. Educational requirements of the specific position being considered.
5. Any and all specific qualifications deemed necessary to fulfill the specific duties of the position being filled which are explained in the "Job Description" handbook of the center.
6. Employees must also provide/submit the following on or before the date of hire:

a. Completed employment application and/or resume (personnel record)
b. References (professional references recommended)
c. **Level 2 Background Screening clearance** through the Florida Care Provider Background Screening Clearinghouse (including fingerprinting)
d. **DCF Affidavit of Good Moral Character** (CF-FSP Form 1649A)
e. Proof of identity and authorization to work in the United States (Form I-9)
f. Educational credentials and/or transcripts, if required for the position
g. **DCF-required training enrollment** within required timeframe (40-hour Introductory Child Care Training, if applicable)
h. **Current Pediatric First Aid and CPR certification** (as required by position and ratio requirements)
i. Health statement and/or medical clearance, if required by licensing or program policy
j. Documentation of required immunizations, if applicable under public health guidance
k. Completion of all required onboarding forms (including W-4 and payroll authorization)
l. Any additional documentation required by the school, licensing agencies, or applicable laws and regulations

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

GENERAL GUIDELINES

STAFF SELECTION PROCEDURES:

1. The director and/or individuals designated to do so will do initial screening of all applicants, and will include a review of the written application and/or resume, and an employment interview.
2. Since Magic Flute Montessori School is "always looking for great people", applications for employment will be accepted on continuous basis and at the Magic Flute Montessori School Director's discretion. Applicants will be considered for all positions for which they are deemed to be a good fit. Applications will be submitted on a standard form. Applicants that are not hired will remain on an "open" applicant status for a minimum of 6 months.
3. The former supervisors, employers, and character references provided by the applicant shall be checked whenever possible and practical. Reference checks will be made by personal contact, telephone, or mail and shall be documented and made part of the applicant's file prior to an offer of employment. All such information shall be treated as confidential information. Magic Flute Montessori School reserves the right to confirm previous employment of each prospective employee.
4. Applications shall remain on file for a reasonable period of time, up to six months, and be reviewed when openings occur.
5. All candidates for specific positions shall be evaluated against the same qualification requirements. Standards with respect to educational requirements shall be used where essential to the performance of the duties of the position.
6. A copy of the specific and appropriate job description will be given to each selected applicant and thoroughly reviewed by the applicant and interviewer for clarification.
7. Upon employment, all new personnel will receive a copy of the Employee Handbook contained herein and any other training documents necessary to familiarize the new employee with policies, standards and procedures.
8. Clarification of all salary expectations will be made prior to the initiation of employment.
9. Magic Flute Montessori School will hire the person that in the opinion of the interviewers is deemed the best fit for the position.
10. All positions are filled at the discretion of the management based on whether or not the management believe this would be a good fit and are subject to change at any time based upon the continued evaluation of this criteria.

EMPLOYMENT OF FAMILY MEMBERS:

Magic Flute Montessori School does not discriminate in employment and personnel actions with respect to employees, prospective employees, and applicants based on family relationships with current employees, clients and/or customers of Magic Flute Montessori School. However, the management retains the right to prohibit family members being placed in positions where they directly supervise or are supervised by another family member or have access to sensitive information regarding a family member, when such action has the potential for creating an adverse effect on supervision, safety and morale.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

1. A regularly scheduled employee at a pre-scheduled shift during the regular course of their workday. They are allowed to be on property up to 15 minutes before or 15 minutes after the scheduled shift.
2. A Child who is in our care (all paperwork has been filled-out)
3. Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
4. Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
5. Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
6. Volunteers – Anyone who has been a "visitor" for more than once a month or for over 2 hours – Must go through a full screening process similar to the new employment screening process.
7. An Intruder – Action will be taken by the staff to notify the proper authorities
8. Therefore anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

VOLUNTEERS:

All individuals including any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per month must go through a screening process. Magic Flute Montessori School screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. And all employment screening required by state law and Magic Flute Montessori School. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and will be required to go through the screening and training listed above.

CHILDREN OF EMPLOYEES:

Minor children of employees must not be at the center, on Magic Flute Montessori School property, or with the employee during working hours, unless pre-approved by the Magic Flute Montessori School Director. Children of employees must also fit one of the 7 categories listed in "CLASSIFICATIONS".

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

GENERAL GUIDELINES

EMPLOYEE CLASSIFICATIONS:

All employees will be classified under one of the following:

1. Introductory Employees – New employees who have been with Magic Flute Montessori School for 90 days or less. Subject to the Introductory Period described below.
2. Temporary Employees – An employee whose position is temporary in nature and is expected to be employed to be employed for less than ninety (90) days such as a substitute or an employee in some type of other temporary situation.
3. Regular Employees – Employees who have finished their Introductory Period and are hired for an undetermined period of time and have already been employed for longer than ninety (90) days.

All employees, regardless of classification are subject to the terms of the "At Will Employment" portion of this handbook.

INTRODUCTORY PERIOD:

All new personnel will be placed on "Introductory Period" status for no less than ninety (90) days. This period is designated as an opportunity for new employees to demonstrate that they can become familiar with and perform their duties in a satisfactory manner. At the end of the "Introductory Period," a decision will be made by the employee and the Magic Flute Montessori School Director to determine if the employee is a good fit to continuance of employment. Also taken into consideration will be the employee's attendance, tardiness, professionalism, and specific job performance, etc., and the specific abilities of the employee in relation to the job description.

During the "Introductory Period", work performance will be informally evaluated by the Magic Flute Montessori School Director, and any other direct supervisor the employee might have. This will then be discussed with the new personnel coordinator. A formal evaluation report will be prepared near the end of the "Introductory Period." All evaluation reports become part of the employee's permanent personnel file.

Employees will be ineligible for all leaves discussed in this handbook and will also be ineligible for any stated benefits such as, but not limited to: PTO, holiday pay, vacation pay, sick pay, health insurance, and similar benefits until the "Introductory Period" has ended. At the end of the "Introductory Period," all accumulation of PTO, holiday pay, and sick pay will accrue from the first day of employment according to the accrual procedures of those specific policies.

Nothing contained in this policy should be construed as changing or invalidating the "At-Will basis" of employment at Magic Flute Montessori School previously stated in the "At- Will" policy. Termination of employment may take place during the "Introductory Period" at the close of the "Introductory Period" or any time thereafter.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES

SUBSEQUENT INTRODUCTORY PERIOD:

Both "Temporary" and "Regular" employees may be placed on a "Subsequent Introductory Period" for the following reasons, but not necessarily limited to the following reasons:

1. Promotion, demotion or transfer to another position
2. Documented poor performance

All of the terms of the "Introductory Period" above shall apply to all employees placed on a "Subsequent Introductory Period".

PERSONNEL RECORDS:

1. Important events related to employment with Magic Flute Montessori School will be recorded and kept in the employee's personnel file. Agreements, change of status records, TB clearance test, commendations, and educational transcripts and attainment records are examples of records maintained as well as all forms required by state licensing.
2. Magic Flute Montessori School considers the contents of an employee's personnel file to be confidential. All personnel records, including but not necessarily limited to, employee applications, evaluation report, and correspondence relating to the employee are secured in the business office of Magic Flute Montessori School. We will not disclose any information from this personnel file to anyone except Magic Flute Montessori School administrators (as may become necessary in the course of normal business operations) or Government Agencies (as required by law) or subject to legal and administrative process. No other access will be granted without the employee's written permission.
3. The employee upon written request to the director may individually inspect and review personal records. This review is to be done in the presence of the director. Employees have the right to copy any document that contains that employee's signature. Employees may not remove documents.
4. A partial duplicate file may be kept on campus for licensing purposes.
5. Written documentation of employee's performance will be kept on file at the administration office.
6. All employees are required to sign all of the following but not necessarily limited to the following documents when requested by a direct supervisor: Personnel records and forms, time code, job descriptions, performance evaluations, classroom observation, verbal warnings, written warnings, suspensions, termination forms and etc. Failure or refusal to sign any of these documents will be interpreted by Magic Flute Montessori School as a resignation due to the believe that as an "At-Will" employee if the employee "willed" to continue employment that they would be wiling to sign the requested documents.

PERSONNEL INFORMATION CHANGES:

All employees are required to notify the management and complete the necessary paperwork in the event of name, address or telephone number changes within ten (10) days of the change.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES

FACILITIES AND PROPERTY:

It is understood that all rooms used by the Magic Flute Montessori School program may also be used for other activities and programs and should be treated accordingly.

Equipment and furniture shall not be moved without informing the Magic Flute Montessori School Director. It is important that the equipment is kept in good condition and free from damage or lost pieces.

Consideration of one's property is vitally important, as well as consideration of each other's work and value as an addition of the overall program and team. During working hours, it is essential that each member understand that friendliness shall prevail at all times. The most important work in the world is in progress, and each staff member should be involved to the best of his or her ability and respect the time of other individuals.

EMPLOYEE PERSONAL ITEMS/ MATERIALS:

Magic Flute Montessori School is not responsible for the loss, damage or theft of any personal items brought to or left at the center or on the premises regardless of the nature of those items or articles, including equipment, supplies, and/or curriculum purchased or owned by visitors, employees, clients, or customers of Magic Flute Montessori School. Employees are responsible for the security and care of their own materials, equipment, and personal items. Materials not marked or in some way identified as the personal property of the employee may be assumed to be the property of Magic Flute Montessori School.

CENTER MASTER CALENDAR

The annual Center Master Calendar of Magic Flute Montessori School is the key to eliminating any conflicts in scheduling and informing employees of news and information affecting employees. Employees are expected to be aware of and periodically check the information on the bulletin board and Calendar. Any additions or changes should be done by first notifying the Magic Flute Montessori School Director.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

GENERAL GUIDELINES

REIMBURSEMENT OF EMPLOYEE EXPENSES:

Magic Flute Montessori School will reimburse employees for reasonable and legitimate job related expenses incurred in the course of performing their required duties under the following conditions:

1. All expenses should be pre-approved by the management
2. Expenses deemed unreasonable or excessive will not be paid or reimbursed and the employee will be personally responsible for payment.
3. It is the responsibility of the employee to turn in an expense reimbursement form YY-17 along with the appropriate receipts and/or invoices.
4. Expenses will be reimbursed at prescribed time during the month. Requests for reimbursement after that time will wait until the following reimbursement schedule to be paid.
5. Employees are encouraged to exercise discretion in incurring and suggesting expenses.

USE OF MAGIC FLUTE MONTESSORI SCHOOL VEHICLES:

Employees are only allowed to use Magic Flute Montessori School vehicles for any type of transportation of children and to run official errands for the center. Magic Flute Montessori School is not responsible for any actions of an employee who is using their own vehicle to run errands for the center and therefore the center does not encourage, authorize or permit employees to run any center errands in their own vehicle. Use of Center vehicles shall follow all policies set forth in the TRANSPORTATION HANDBOOK and/or the NEW TEACHER TRAINING HANDBOOK and/or any Procedures Handbook or documents.

KEY CONTROL:

Employees who are issued keys are expected to keep them in a secure location. Keys may not be copied, loaned, or otherwise misused. Where electronic codes are utilized, such codes shall be treated with confidentiality and not revealed to anyone other than a current, authorized, Magic Flute Montessori School employee with proper clearance approved by the Director. All issued keys must be returned to the Director at the time of separation of employment or at any time requested to do so by a superior. Employees who "lose" their key may be required to pay the expenses of re-keying the doors the key opened and the cost of re-distributing new keys to all authorized key holders. This expense may be automatically deducted from the employee's paycheck without written approval of the employee.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

NEW EMPLOYEE ORIENTATION PLAN

DAY 1 ORIENTATION CHECKLIST

- Review Employee Handbook
- Review Health and Safety Policies
- Review Child Guidance and Discipline Policy
- Review Confidentiality Requirements
- Review Supervision and Active Supervision Procedures
- Review Emergency Procedures
- Review Curriculum and Assessment Procedures
- Review NAEYC Code of Ethical Conduct and Professional Expectations
- Classroom Observation and Training
- Orientation Completion Verification

The NAEYC Code of Ethical Conduct is reviewed with all newly hired employees during orientation before they begin working independently with children. Staff members acknowledge their understanding of the program's ethical expectations, including maintaining confidentiality, respecting diversity, building positive relationships with families, acting in the best interests of children, and maintaining professional conduct at all times.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

EMPLOYMENT CATEGORIES:

Magic Flute Montessori School pays its employees based on wage and/or salary ranges for positions according to the following categories:

1. Leadership/ Management
2. Administrative/Office assistant
3. Lead/ Head Teacher
4. Assistant Teacher
5. Teacher's Aide
6. Non-direct, i.e. Janitorial Staff and/or kitchen staff
7. Bus Staff

FAIR LABOR STANDARDS ACT APPLICABILITY

Magic Flute Montessori School does not distinguish between full and part time employees. Any differentiation would only be based upon "exempt" or "non-exempt" status as described in the "Fair Labor Standards Act" defines this as follows:

1. Exempt employees are defined as being Professional, Administrative, or Executive in nature and a set of standards must apply. As such, exempt employees are not subject to the minimum wage or overtime payment provisions as defined by the Act.
2. Non-Exempt (hourly) employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

WAGES AND SALARIES:

Compensation of employees is set by the Director and approved by the Magic Flute Montessori School board or owner. Wage ranges are established annually for each category of employment listed above. Wages are confidential and information concerning this should be treated as such.

Wages and salaries are based on the following:

1. The initial wage negotiated when employees was hired. This will also be based on points 2-4 below
2. Education e.g. degrees or credentials, hour and/or units earned at an accredited institution of higher education for successful completion of courses which directly relate to the field of child care and early childhood education, training hours and/or CEUs received in the field and training in related fields. (Must be documented.)
3. All practical experience which directly relates to the field of child care and early childhood education, all practical experience in related fields and/or all practical experience in other fields that are related specifically to the position being considered.
4. The position for which the employee is hired and the demand for the position and the pre-established wage range for that specific position as set for that particular year.
5. Evaluations of the employee's performance
6. Annual wage increase if given

OVERTIME:

All overtime worked by non-exempt (hourly) employees must be pre-authorized by the direct supervisor who must have permission to do so by the director. Employees working overtime hours without authorization are subject to disciplinary action. Authorized overtime will be calculated at one and one-half (1½) times the employee's regular hourly rate for all hours worked in excess of forty (40) hours per established workweek. In the event that the hours of overtime were due to "Training Wage" hours worked. The overtime for "Training Wage" is one and one-half (1½) times the average of the employee's regular hourly rate and the training wage. Exempt employees are not eligible to receive overtime compensation.

Non-approved overtime may result in disciplinary action. The management also reserves the right to lower the following work week schedule of the employee by 1 ½ times or more the overtime hours worked in the previous work week to maintain compliance with wage and hour laws and to control payroll costs. Any such adjustment will be made in accordance with applicable federal and state regulations, including the Fair Labor Standards Act and Florida labor requirements, and will not be used to avoid proper overtime compensation already earned.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

TRAINING WAGE

All hourly employees will be paid a training wage equal to minimum wage for all staff meetings, conferences, training, or anything regarding training according to the "Continuing Education" section of this manual. All overtime paid in conjunction with training should be at one and a half times the training wage. This should be called the "training wage overtime".

All Employees will be paid minimum wage for their entire final pay period including accrued vacation or PTO whose employment was terminated by one or a combination of the following but not necessarily limited to the following a) Absent without leave or "no call no show" b) violating the "CONDUCT WITH CLIENTS" and "NON-COMPETE CLAUSE" c) Quitting without giving sufficient notice (2 weeks minimum) d) failing to complete their notice period by their own decision e) failing to keep their intention to resign of a confidential nature as discussed in the "RESIGNATION" section herein f) are discovered to have lied on their application or grossly misrepresented themselves during the interview process g) become guilty of "child abuse" or any other activity or criminal offense that shall make them ineligible to work at Magic Flute Montessori School due to licensing regulations.

New staff training is a lengthy and expensive process for Magic Flute Montessori School. Therefore, any employee who quits within the first ninety 90 days of employment may be considered on their "training wage" for their entire employment regardless of their negotiated hourly rate. Employees who have already received a higher rate on a previous pay period may be required to pay back the overage by payroll deduction from the final pay period's pay check. This is to help the center re-coup expenses paid out to work with and train an employee who actually didn't get to full duties and who spent the majority of their working hours in training.

PAYROLL DEDUCTIONS

Payroll deductions will be made according to the law, employment agreement, or upon request of the employee. Deductions may include but may not be limited to the following:

1. Federal and State Income Tax
2. FICA/Social Security Tax and Medicare
3. Employees portion of childcare tuition fees per signed agreement (required to receive this benefit)
4. Premiums such as an employees portion of Health Insurance or other if provided (required to receive this benefit)
5. Wage attachments made in accordance with any state or federally mandated law or request i.e. garnishments.
6. Any fees due the center such as a repayment of over paid wages (See "Training Wage") or fees that were paid by the center and are required to be re-paid.
7. Any training fees that were paid for by the center but that the employee did not attend after agreeing to the schedule of the training.
8. Any credentials received by the employee which were paid for by Magic Flute Montessori School in which the employee did not complete the pre-required amount of tenure following the payment of the credential or training program.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

PAY PERIODS:

All time worked will be paid at the agreed rate of pay and any applicable overtime. Overtime will be any time over 40 hours in a given one (1) week period and will be paid at one and one half (1 ½) the employee's rate of pay. The Magic Flute Montessori School Director must approve all overtime. Each pay week will be from midnight Sunday through midnight the following Sunday. Pay periods will be two week periods (14 days) beginning midnight Sunday and ending at midnight on the Sunday fourteen (14) days later. They will be payable on the Friday following the last day of the pay period.

PAYROLL ADVANCES

Magic Flute Montessori School does not issue payroll advances on prospective or actual income before the regularly scheduled paydays covering the pay period.

CONSULTATIONS:

Director, Assistant Director, and/or staff consultations may be held to discuss any problems that are keeping a teacher from reaching the desired objectives. A follow-up date will be set to review any progress and all documentation will be kept on file. This may be considered a part of a current of future performance evaluation and/or if may stand alone, this to be at the discretion of the director.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

PERFORMANCE EVALUATIONS:

Employees will be evaluated at the end of the "Introductory Period," and at least annually thereafter. They may be conducted more often at the Director's discretion. The evaluation is based upon work habits, work ability, efficiency, dependability, and related factors, as outlined in the "Evaluations Manual." Annual reviews will generally take place prior to the beginning of a new school year.

All evaluations are reviewed with the employee. Supervisors conducting evaluations will forward a copy to the director, and the results of the interview shall be noted and included in the employee's personnel file. Performance evaluations can be given at any time throughout the school year. These evaluations will be used as a tool to help improve both our staff and school.

1. All Introductory employees will receive a review at the end of their probation period. This review will contain a recommendation to have the employee put on regular status, remain on introductory employment status, or termination. The Introductory period may be extended or re-introduced at the discretion of the Staff Development Director.
2. Performance evaluations are subject to the grievance procedure. If the factual information in the review can be proven to be incorrect, the board or owner will review the matter.
3. Each staff member will receive an Annual Performance Evaluation. This evaluation will be used for any pay increase consideration. **Pay increases do not necessarily accompany any yearly evaluations, however in the event there are going to be pay increases they will be attached to the performance evaluation**.
4. The Director or an immediate supervisor will meet with each employee, on an individual basis, to go over the evaluation.
5. After the evaluation has been discussed, both the Director and the employee will sign the evaluation.
6. Employees are required to sign the written evaluation. Their signature acknowledges that the evaluation has been reviewed with them. An employee's signature on an evaluation does not indicate that they agree with the entire contents of the evaluation but that they were present when the evaluation was covered with them.
7. Refusal to sign the review will not invalidate the evaluation, and it will still be placed in the employee's file. However, the act of refusal to sign a performance evaluation will be interpreted as a resignation per the previously stated policy "Personnel Records" and will obviously void any raise that would have accompanied the evaluation.
8. The employee's comments will be attached to the evaluation and filed in the employee's personnel file, and it will be placed in the employee's permanent file.
9. The employee may request a copy if they so desire.

Performance evaluations are considered to be personal and confidential.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

COMPENSATION ADJUSTMENTS:

An employee's hourly pay rate and/or salary may be adjusted by

Wages and salaries are adjusted based on the following:

1. The current wage being paid the employee in their current "Employment Classification" as listed previously.
2. Education received during the previous year e.g. degrees or credentials, hours or units earned at an accredited institution of higher education for successful completion of courses which directly relate to the field of childcare and early childhood education, training hours and/or CEUs received in the field and training in related fields. (Must be documented)
3. Evaluations of the employee's performance. (Other points may be covered as a part of the performance evaluation)
4. The position for which the employee is being moved to. This would include the demand for the position and the pre-established wage range for that specific position as set for that particular year. This could be an increase in pay, or it could be a decrease depending on the wage range in the previous and new "Employment Classification".
5. Changes in wages for promotions shall generally follow after a ninety (90) day introductory period of the new position and after a subsequent Performance Evaluation for the new position has been considered. This to insure the fulfillment of the new responsibilities. Changes in wages for demotions or changes to a lower wage range category shall be immediate.
6. Wage increases may follow in an annual basis if given.

PROMOTIONS:

It is the policy of Magic Flute Montessori School to promote from within whenever and wherever feasible. All promotional considerations shall be based on ability, efficiency, conduct, willingness to do the new job, and loyalty. Personnel should acquaint themselves with the qualifications and requirements of positions in higher levels or responsibilities, so they are aware of their personal needs to prepare for a promotion. It is the responsibility of each employee to make the Magic Flute Montessori School Director aware of willingness and desire to seek to fill a new position. Annual or periodic evaluations are an excellent opportunity for this information to be shared.
In all cases the individual whom the management believes is the best fit for the position will fill positions.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

COMPENSATION AND REVIEW:

TRANSFERS:

Employees are eligible to transfer from one position, department and/or facility within the corporation if circumstances warrant such a change and if the employee is qualified. Transfers are arranged by the management and are at the discretion of the management and supervisors affected by the change. Magic Flute Montessori School reserves the right to transfer an employee to a different, department and/or facility within the corporation for disciplinary or work-related reasons or in the event that the company would be best served by such a transfer. Transferred employees may be expected to comply with the "Subsequent Introductory Period" policy if it applies to their situation. All positions are filled at the discretion of the management based on whether or not the management believe this would be a good fit and are subject to change at any time based upon the continued evaluation of this criteria.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

EDUCATOR PLANNING TIME AND ACCESS TO CURRICULAR RESOURCES

Magic Flute Montessori School provides educators with regular planning time to prepare lesson plans on the virtual Brightwheel APP platform, review child progress, organize learning materials, and develop classroom activities. Planning time may occur during scheduled planning periods, teacher planning days, staff meetings, professional development days, and other designated times approved by administration.

Educators have access to curricular resources including the Experience Curriculum online, Montessori materials and lesson guides, Creative Curriculum resources books in each classroom, assessment data, classroom lesson plan templates, developmental screening tools, and school-approved educational materials.

Curricular resources may be accessed through the Experience Curriculum online platform, classroom curriculum binders, school computers and tablets, shared staff resources, and materials provided by administration. Educators may request additional curriculum materials, lesson planning support, or instructional resources from the Director or Lead Teacher at any time.

Staff are expected to utilize available curricular resources when planning activities to ensure lessons are developmentally appropriate, aligned with program goals, and responsive to the needs of enrolled children.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

WORK SCHEDULE POLICY:

It is vital that every employee be at their scheduled post at the time they are scheduled. This is to ensure that Magic Flute Montessori School continually meet the state guidelines for ratios. The work performed at Magic Flute Montessori School is of a different nature than that of working in a retail store, factory or office. When an employee is not where they are supposed to be, children may be placed in danger. Therefore, employees must take their schedule more seriously than the average worker! The following specific guidelines will govern how all employees respond and react to help meet the needs of the children in an environment that is still worker friendly.

WEEKLY SCHEDULE:

1. Meeting ratios and providing a loving, safe, healthy and learning environment for the children is the first concern of Magic Flute Montessori School, therefore, the posted schedule becomes the most important tool the center has to meet this goal. Magic Flute Montessori School 's philosophy is to work together to plan ahead so that in addition to meeting the needs of the children the management can also accommodate the needs of employees. It becomes easier to accommodate someone who needs to be off for one reason or another when all employees work together to anticipate their own absences in advance. The management of Magic Flute Montessori School will commit to plan the work schedule in advance so that everyone has advance notice of their hours and when they will be needed. Likewise, it is vital to this system that all employees also plan ahead all absences.
2. The schedule will be posted at least 1 week prior to the beginning of the week it covers.
3. All "PRE-ARRANGED ABSENCE/PTO REQUEST FORMS" must be turned in a minimum of 2 weeks prior to the beginning of the week that they will fall in. This is to give the center management team one week to plan the schedule after having received all time-off requests.
4. Although most employees have a general idea of their normal working week, everything is subject to change. It is possible that an employee could be called on to work a different schedule from time to time to accommodate other employee's pre-arranged absences or other absences. All employees are subject to the possibility of being scheduled any hours that the center is open, and we appreciate each employee's flexibility.
5. The basic work schedule will cover days and hours. In conjunction to this are specific "work" or position assignments. These are also subject to change on an as-needed basis. Each employee is required to check-in with a supervisor as soon as they clock in, to get specific instructions for that day.
6. All employees are responsible for checking the center schedule after it is posted to insure that they understand their specific work schedule for the week covered.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

WORK SCHEDULE POLICY

WEEKLY SCHEDULE CONTINUED:

7. Employees are required to be clocked in and to be at their post at their scheduled time of arrival. Also, there is to be no "over-time" because of clocking in early in order to get to the post "on time". In most cases it should only take a matter of seconds to walk from the clock-in area to a scheduled "post". Remember, the other employees and most importantly the children and their families are waiting.
8. If for some reason an employee misses work and would like to make the time up, they must get additional hours approved by the management. Make-up hours should be worked in the same week the shortage occurred. The schedule is governed by a budgeted number of hours and we cannot exceed these number of hours center wide.
9. All overtime is greatly discouraged. However, from time to time employees may be requested to work overtime where the center is short staffed. Overtime is paid when an employee works over 40 hours in any one work week and is 1½ times the employee's regular rate of pay.
10. Employees may be required to cut 1½ times the number of overtime hours from the following week's work schedule.
11. Employees are not allowed to be on the property for extended periods of time when they are off the clock. An Employee becomes a visitor when they are not clocked in. This means that all off-duty employees are required to notify the office before going to or remaining in the center area, playground or property. Employees are allowed 15 minutes prior to the beginning of the workday and 15 minutes following the workday on the property. Remaining on the property longer or coming early will be at the discretion of the management.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

WORK SCHEDULE POLICY

TIME CODE:

All employees are required by state and federal fair labor practices as well as by accurate financial procedures to maintain a time record. Computerized time clocks are used to track employee arrival, departure, and any break time that exceeds 10 minutes. Each employee is issued a time code according to our current clock in system. The code is clocked in and out through the time clock at the beginning of the shift and at the beginning of any break that exceeds 10 minutes as well as at the end of the same break period and the end of the shift. Also, anytime the employee leaves the campus the code must be clocked out.

1. It is not acceptable to clock in or out for another employee.
2. Falsifying a time record may be grounds for immediate dismissal.
3. Any missed clock in or out times must be recorded on the time cord correction sheet and initialed by a member of the management. Failure to record missed clock in or out times may result in missed pay for hours worked, therefore an accurate time record is essential.
4. Prompt arrival is essential for all employees to make efficient use of work time. It also allows Magic Flute Montessori School to comply with State Licensing requirements relating to the proper adult to children ratios. If employees find that they are unable to fulfill their assigned schedule, they are required to discuss possible schedule changes with the Site Director.

Closing employees will be paid until the last child leaves plus a reasonable amount of time (5-10 minutes) for completion of "closing duties". In most cases closing duties should be completed prior to the last child leaving. The supervisor must approve extra time needed following the last child's departure, if time is needed in order to finish the closing duties. An explanation will need to be given to the Magic Flute Montessori School Director as to why the closing duties were not finished prior to the last child's departure. Employees will be expected to clock-out accordingly. Failure to clock out in a timely manner as established above or follow the procedure for staying extra minutes will be treated the same as an employee who falsifies his/her timeclock.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

WORK SCHEDULE POLICY

BREAKS:

Magic Flute Montessori School does not have structured coffee breaks or structured lunch periods. Due to the nature of a children's center, employees will be expected to remain with the children throughout the course of their day. Employees wishing to be scheduled a lunch period must make the fact known to the person making out the schedule 3 weeks prior to the beginning of the schedule. Employees will be given an opportunity to use the restroom as needed. They will also be allowed to eat snacks and meals with the class with which they are working.

ON-DUTY MEAL PERIOD POLICY:

The nature of the Magic Flute Montessori School work may prevent the employee from being relieved of all duty during the employee's meal period. The employee may be required to work an on-the-job meal period, which shall be considered time worked and will be paid for by the employer at the employee's regular rate of pay.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

BENEFITS

EMPLOYEE CLASSIFICATION FOR BENEFITS:

Magic Flute Montessori School does not distinguish between full and part time employees for the purpose of accessing benefits. Any differentiation of benefits would be based upon "exempt" or "non-exempt" status as described in the "Fair Labor Standards Applicability" policy listed previously.

HEALTH INSURANCE:

Magic Flute Montessori School does not offer a paid group health benefit or group plan that employees can opt into.

RETIREMENT:

Magic Flute Montessori School does not offer a retirement benefit or group retirement plan that employees can opt into.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

BENEFITS

HOLIDAYS

The center is closed for the following holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas. If the holiday falls on the weekend the center will be closed the next weekday closest to the holiday (e.g. if the holiday is on Saturday the center will close on Friday, if the holiday is on Sunday the center will be closed on Monday). Since the center is open on holidays for extra care, Employees need to choose 2 days a year to work on.

Magic Flute Montessori School is open on Christmas Eve and New Year's Eve. However, the Center will close at 5 o'clock on Christmas Eve. Because child attendance is usually lower during the holidays, the center will operate with a reduced staff. Those employees with seniority will have the first approval of time off.

Employees are not paid for holidays except those who is working for extra care.

CONTINUING EDUCATION:

Continuing education is required according to the state laws governing the center and the policies established in the New Teacher's Training Manual. Fees for continuing education will be paid by the center if they have been pre-approved by the Center Director. Time spent in class will also be paid at the training wage if pre-approved by the center director. Pre-approval for payment of class fees does not guarantee payment for time spent in class. Pre-approval for payment of time spent in class does not guarantee payment for class fees.

- Pre-approval for payment of class fees and pre-approval for payment of time spent in class is requested using a "Request for Training." It is requested that these be turned in three weeks prior to the training event.
- Failure to attend a pre-scheduled class that the Center paid the fees for will require the employee to reimburse the Center for the class fees by payroll deduction from the next pay period.
- Upon completion of the class, employees must turn a certificate of completion. Employees will be paid their training wage based on the number of "contact hours" given on the certificate.
- College classes taken may be compensated if they qualify as continuing education hours. These also must be pre-approved by the Center Director. No more than five hours will be paid per college credit hour or unit upon proof of completion and a C or higher grade. No more than 3 credit hours or units may be compensated for in any one semester. Classes must be applicable to a CDA or Early Education Degree. No fees will be reimbursed for college classes.

COLLEGE CLASS CONVERSION:

College classes will be converted to training hours and CEUs by the following formula:
1 college credit hour = 1 CEUs and/or 10 contact hour; 1 CEU = 10 contact hours of credit.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

BENEFITS

CHILDCARE BENEFIT:

Magic Flute Montessori School **DOES NOT OFFER** a reduced childcare rate for children of employees.

1. Childcare is available on a "space available" basis. Existing enrolled children will not be expelled to make room for an employee's child. Employees must enroll their qualifying child according to the enrollment policies set by the center for a child or children of that age group.
2. All regular rules and requirements governing children in the center will apply to staff children.
3. All non-tuition fees will be the responsibility of the employee, i.e. annual registration, field trips, etc.
4. Under normal circumstances, children will not be allowed to be enrolled in their parent's class. Enrollment in a different class may be allowed at the Magic Flute Montessori School Director's discretion provided space is available in that area.
5. Employees are required to give a two weeks' notice prior to changing their child's rates or pulling out of Magic Flute Montessori School.
6. If the employee leaves employment, the regular fees will be accessed and due at the end of employment for any time the child(ren) have been at the center and the two weeks' notice as a payroll deduction from the last paycheck. If enrollment of the employee's child is requested after the last day of employment, all childcare fees will be due according to the policies of the center at that time.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES:

CATEGORIES OF ABSENCES:

All employee absences will fall into one of the following five (5) categories.

1. Pre-arranged absence/PTO – Must be arranged a minimum of two (2) weeks prior, using the "Pre-Arranged Absence/PTO Request" form. Employees will only be allowed to use "Paid Time Off" in this category and will only be paid for that time if they also turn in the "Request for Paid Time Off" form.
2. Call-in/Sick Leave – These are excused absences that are not pre-arranged. The employee must call in at least a minimum of two (2) hours prior to the beginning of the work schedule. Employees may NOT use any form of paid leave or Vacation or Paid Time Off for this type of absence.
   A. Magic Flute Montessori School reserves the right to require a Doctor's note. Any communicable disease or virus infection used as a reason for an absence may required the employee to be away from work and quarantine for 2-3 weeks or the time specified by the C.D.C. or medical community to avoid the spread of said communicable disease. Proof of quarantine may be required in order to return to work.
   B. Although it is only required to call in two hours prior, employees should show courtesy by contacting the Director or the appointed individual by calling them the night prior to an expected illness. Leaving a message on the answering machine is not considered notification of an illness.
3. Unexcused Absence – Subject to specific disciplinary action.
4. Pre-arranged extended leave such as an extended illness or pregnancy.

All employees shall be granted leaves of absence for personal needs such as illness, bereavement, or pregnancy. These leaves will be defined as follows:

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

BENEFITS

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:

PRE-ARRANGED ABSENCE AND PTO:

All employees are allowed as much pre-arranged absence time off as the management will approve. Time off from work for all employees is always without pay unless the absence has been pre-approved; the employee has sufficient PTO to cover it and fills out the "Pre-Arranged Absence/PTO Request Form" and a "Request for Paid Time Off Form" according to the policies. Employees must also have been continuously employed for the previous twelve (12) months. Pre-arranged absences for medical reasons or similar situations that are less than three (3) weeks will be eligible to be classified as Pre-arranged absence/PTO. A Dr's note may be requested at the discretion of the management. All pre-arranged absences for medical reasons that exceed three (3) weeks would be classified as Pre-arranged extended leave. Jury Duty will also fit into this category if it meets all of the qualifications listed above for pre-arranged medical absences.

PAID TIME OFF (PTO)

Paid Time Off (PTO) is a policy that allows employees to earn/accrue and then later be paid for days off. PTO may be used for any absence that is Pre-arranged provided the employee has been continuously employed for the previous twelve (12) months prior to the absence. These absences can include PTO, unpaid holidays where the employee would regularly be working, personal days, and pre-arranged sick leave such as a surgery or pregnancy.

PTO may not be used for excused call-in sick days or unexcused absences of any kind. PTO May not be exchanged for cash. Accrual of PTO begins after 90 days of employment and is backdated to the actual day of hire. However, PTO may not be used for compensation until after the employee has been continuously employed for the previous twelve (12) months prior to the pre-scheduled absence.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:

ACCRUAL OF PAID TIME OFF

1. All employees shall be eligible to earn 12 - ½-days off per year (one for each month)
2. Eligibility will be based on attendance for the previous month. On the first of each month all employees will have .5 of a day added to their PTO bank provided they were continuously employed for the previous month and had no absence other than category:
    a. Pre-arranged/PTO absences in the previous month.
    b. Pre-arranged extended leave of three weeks or more will be ineligible to earn the ½-day PTO.
3. Additional "Bonus" PTO shall be accrued by employees based on their tenure/hire anniversary date. Each year on the anniversary of hire employees shall earn additional PTO according to the following schedule:
    a. On the second (2nd) anniversary date – accrual shall be .75 of a day off added to their PTO bank per month as explained above.
    b. On the third (3rd) anniversary date – accrual shall be 1 day off added to their PTO bank per month as explained above.
    c. On the fourth (4th) anniversary date – accrual shall be 1.25 of a day off added to their PTO bank per month as explained above.
    d. On the fifth (5th) anniversary date – accrual shall be 1.5 of a day off added to their PTO bank per month as explained above.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:
CALCULATING PAY FOR PAID TIME OFF:

Employees are eligible to use their PTO for pre-arranged absences using the "Pre-Arranged Absence/PTO Request Form" provided they have been continuously employed for twelve (12) consecutive months prior to the absence and that the absence that they are requesting to use the PTO to cover is a qualifying absence.

Pay for the ½-day will be calculated in the following manner:

1. Calculating the average number of hours per week: add all hours worked in the previous 52 weeks and divide the product by 52 weeks (the number of work weeks in a year)
2. Calculating the average number of hours per day: divide the average number of hours per week by 5 (the number of work days in a week).
3. Calculating the average number of hours per ½-day (.5 of a day): divide the average number of hours in 2. Above by 2. For calculating .25 of a day: Divide the average number of hours in 2. Above by 4.
4. Calculations will be made using the current information at the time PTO is being used.
5. Employees will be paid at their current pay rate for the number of hours figured above for each ½-day PTO is requested and approved.
6. Employees may accumulate up to fifteen (18) days or thirty (36) ½-days of PTO. After accumulation of the maximum, no more ½-days may be accumulated until some of the previously accumulated PTO has been used.
7. In the event an employee is ending their employment with Magic Flute Montessori School, all PTO is paid out to an employee with their final check. Employees who resign and are leaving on favorable terms with at least a two (2) weeks written notice, will be paid for their remaining PTO at their current rate of pay. All employees who have been terminated for disciplinary action due to attendance or other severe actions on their part will be paid their remaining PTO at minimum wage according to the stipulations in the "TRAINING WAGE" section of this handbook.

"PRE-ARRANGED ABSENCE/PTO REQUEST FORM"

The "Pre-arranged Absence/PTO Request Form" must be turned into the appointed individual at least two (2) weeks prior to the workweek the requested day falls within. Each request will then be either approved or denied and the yellow copy will be returned to the employee. "Employee Pre-arranged Absence/PTO Request" Forms will be taken prior to the beginning of the calendar year and considered on a seniority basis prior to January 1. Requests made after January 1 will be considered on a first come basis. Pre-arranged absences may be limited to one lead teacher; one assistant teacher and one teacher's aid absent per week. All Employee Pre-arranged Absence/PTO Requests will be subject to the management's discretion. The "Pre-arranged Absence/PTO Request Form" also includes a place for the employee to mark whether or not they want to use PTO ½-days for the absence (If available). The payroll department will not pay an employee for a pre-approved absence unless the employee requests this on the form. Only Category #1) "Pre-arranged absences will be eligible for PTO.

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:

"REQUEST FOR PAID TIME OFF FORM"

The management and payroll departments of Magic Flute Montessori School to do not presuppose that just because you have pre-arranged an absence that you also want to use any PTO that exists in your PTO Bank. Getting paid for time off requires two distinct steps. 1) Pre-arranging the absence using the "Pre-Arranged Absence/PTO Request Form" according to the policy regarding this form and its use. 2) Requesting to be paid for the absence prior to the paycheck being cut for the pay period in which the pre-arranged absence took place using the "Request For Paid Time Off Form." These forms will accompany the center's copy of your approved "Pre-Arranged Absence/PTO Request Form" through payroll and then will be filed together in the employee file with the paycheck, which they affected. These may be turned in at the same time or the "Request For Paid Time Off Form" may be turned in at a later date as long as it is prior to the end of the pay period in question. In the event an employee fails to fill out the form and realizes this when receiving the paycheck in which they had been absent, they may request to have this paid in the next pay period -- this to be at the discretion of the management.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:
CALL-IN/SICK LEAVE

Call-in/Sick Leave absences are difficult for the center to adjust to and can create an unsafe and often un-enjoyable workplace. However, the center understands that sometimes employees are ill and/or have emergencies that cannot be anticipated. The following guidelines shall apply:

1. All hourly employees: will be allowed up to four (4) Call-In/Sick Leave absences per year, without a review.
2. All additional Call-In/Sick Leave Absences each year will be considered unexcused absences beginning with the fifth (5) absence each calendar year.
3. Employees who make use of one of their four (4) Call-In Sick Leave absences will be ineligible for PTO accrual during the month of the absence.
4. Employees are required to call in the night before the absence or at least a minimum of two (2) hours prior to the beginning of the work schedule. Employees who call in and leave a message to an answering machine are ***also*** required to call the day of the absence by 9 AM and speak personally to a member of management concerning the absence.
5. Leaving early will not be counted as an absence provided it is at the convenience of the management and the other employees and that the employee was on time and available for their duties for the entire time they were clocked in.
6. Call-ins covering multiple days will only be counted as one absence under the following conditions:
    a. An employee has a Dr's note where the Dr. requires they be absent from work for multiple days. In this case only the first day would be considered a Call-in/Sick Day and the remaining days absent would be considered Pre-Arranged. However none of the absences connected to a call-in would be eligible for PTO unless approved through a "hardship" at the discretion of the management.
    b. The ill child of an employee where the child has a Dr's note and the Dr. requires they be absent from work for multiple days. In this case only the first day would be considered a Call-in/Sick Day and the remaining days absent would be considered Pre-Arranged. However none of the absences connected to a call-in would be eligible for PTO unless approved through a "hardship" at the discretion management. Employees are strongly encouraged to seek optional care for their child such as sharing the absences with a spouse or another family member.
    c. Bereavement where the arrangements call for multiple days of absence. In this event the employee must specify the exact number of days for which they are requesting to be absent at the time of the notification of the management. The management must approve the number of days and the employee must return to work on the pre-arranged return date. Failure to follow these terms may result in multiple unexcused absences.
    d. Documentation may be required for all the above examples.
7. Magic Flute Montessori School reserves the right to require a Doctor's note. Any communicable disease or virus infection used as a reason for an absence may required the employee to be away from work and quarantine for 2-3 weeks or the time specified by the C.D.C. or medical community to avoid the spread of said communicable disease. Proof of quarantine may be required in order to return to work.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:

TARDINESS:

Tardiness can create chaos in the early learning environment. This is the reason that in most cases, tardiness is considered equal to an unexcused absence. Employees are expected to notify Magic Flute Montessori School at least fifteen (15) minutes prior to being late. Employees are required to be at the facility five to ten (5-10) minutes prior to their scheduled time and to their post within a reasonable amount of time after clocking in (approximately 1 minute) unless special arrangements have been made.

JOB ABANDONMENT:

If a regularly scheduled employee does not call-in per the "Call-In/Sick Leave" policy for a pre-scheduled Magic Flute Montessori School will assume the employee has voluntarily abandoned the job and has terminated their employment with Magic Flute Montessori School. Employees who abandon their job will not receive payment for accrued vacation or P.T.O. unless state law requires this. They will be paid their final pay period at the minimum wage per the "TRAINING WAGE" policy contained in this handbook. In the event state law requires payment of accrued P.T.O and/or vacation pay this would also be paid at the minimum wage per the "TRAINING WAGE" policy.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

BENEFITS

EMPLOYEE TEMPORARY LEAVES and/or ABSENCES Continued:
"EMPLOYEE ABSENCE/TARDY FORM" POLICY:

1. Employees will receive a copy of their "Employee Absence/Tardy Form" anytime that they are not at work by the time they are scheduled. The original will be placed in the employees file and the pink copy will go to the payroll department. This form will state when the employee was due in to work, the amount of time missed, and when the employee notified the center concerning the absence or tardy. The management will also mark on this form as to whether the employee's absence was excused or unexcused. Employees are allowed to receive three unexcused absences in a three-month period. After the fourth, they will be suspended from work without pay for two days to one week (as determined by the management).
2. Employees will receive an excused absence form if they or their child is ill and they notify the management at least two (2) hours in advance. Employees will receive an unexcused absence form if they give the center less than two hour's notice. The Center reserves the right to require a physician's note at any time.
3. Employees will receive an unexcused absence form if they miss an employee meeting/In-Service Meeting without prior approval at least two (2) weeks before the meeting. All monthly In-Service Meetings are mandatory for all employees. Employees will be excused from the meeting if they are ill that day and they also specify when they call in that they will also be missing the meeting. All employees attending will be given valuable information that will also serve to fulfill their annual training requirements. Employees not attending any staff meeting or in-service will be responsible for making up their training requirements to avoid being subject to suspension or termination.
4. Employees will receive an excused absence form if they have car trouble, and notify the Center fifteen (15) minutes before their scheduled starting time and are less than fifteen (15) minutes late to work. Employees will receive an unexcused absence form if they do not notify the Center fifteen (15) minutes prior to their scheduled starting time and/or are more than fifteen (15) minutes late.
5. Employees will receive an unexcused absence form if they oversleep and are not here by their scheduled time.

If an employee feels that they have received an unexcused absence unfairly, they have one week to appeal to the Center management. Any changes in the absence form will be left to the Center management's discretion.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

BENEFITS

TEMPORARY LEAVES:

All employees shall be granted leaves of absence for personal needs such as illness, bereavement, or pregnancy. These leaves will be defined as follows:

1. **Vacation Leave -** There is no paid vacation leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.

2. **Sick Leave/Medical Leave** - There is no paid sick leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.

3. **Maternal and Paternal Leave -** There is no paid maternal or paternal leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.
    a. Maternal and/or paternal leave may be granted for up to 12 weeks without pay.
    b. A pregnant employee may continue to work if she provides written medical permission of such continuance of employment.
    c. Employees on maternal or paternal leave that extends beyond 3 weeks shall retain all benefits except accrual of PTO leave.
    d. PTO leave may be used for a part of the maternal or paternal leave.
    e. "Maternal and Paternal Leave that exceeds 3 weeks shall be considered an "Extended Leave without Pay" as described in 8) to follow.
4. **Bereavement** - There is no paid bereavement leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.
    a. Upon notification of a death within an employee's immediate family, bereavement leave will be available without pay.
    b. "Immediate family" is defined as Mother, Father, Spouse, Sister, Brother, Son, Daughter, Step Mother, Step Father, Step Sister, Step Brother and/or Grandparents. Every effort will be made to approve leave for other relatives and friends; however it is at the discretion of the management.
    c. Employees must notify the Magic Flute Montessori School Director according to the "Employee Absences Policy."
    d. Employees may use accrued PTO leave with pre-approval of Magic Flute Montessori School Director. A person on Bereavement leave retains all benefits.
    e. Paid time off for Bereavement shall not exceed three (3) days per loss paid. If the Bereavement leave exceeds five days, the accrual of PTO will cease until the employee returns to work. In this case the leave shall become an "Extended Leave without Pay" as described in 8) to follow.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

TEMPORARY LEAVES CONTINUED:

5. **Jury Duty** - There is no paid Jury Duty leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.
    a. Employees must notify the Magic Flute Montessori School Director according to the "Employee Absences Policy".
    b. Employees may use accrued PTO leave with pre-approval of Magic Flute Montessori School Director. A person on Jury Duty retains all benefits.
    c. Paid time off for Jury Duty shall not exceed three (3) days per Jury Duty assignment.
    d. If the Jury Duty exceeds five (5) days, the accrual of PTO will cease until the employee returns to work. In this case the leave shall become an "Extended Leave without Pay" as described in 8) to follow.

6. **Military Leave -** There is no paid Military Leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.
    a. Employees, who are members of a military unit, the National Guard, Naval Militia, or Armed Forces Reserves, etc., are entitled to 15 days of leave per federal fiscal year (October 1 to September 30) for federally funded military duty.
    b. Regardless of whether the duty is fragmented, employees are still entitled to up to 15 work days of leave per federal fiscal year.
    c. Employees must include a copy of their military orders or other official documentation with their request for military leave.
    d. Employees, who are ordered to duty because of an emergency, must supply necessary supporting documentation upon their return to work to verify the use of military leave.
    e. Employees may use accrued PTO leave with pre-approval of Magic Flute Montessori School Director.
    f. A person on "Military Leave" retains all benefits provided it does not exceed fifteen (15) days per federal fiscal year as described above.
    g. Paid time off for "Military Leave" shall not exceed fifteen (15) days per federal fiscal year as described above.
    h. If the "Military Leave" exceeds fifteen (15) days, all benefits including the accrual of PTO will cease until the employee returns to work. In this case the leave shall become an "Extended Leave without Pay" as described in 8) to follow.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

TEMPORARY LEAVES CONTINUED:

7. **Federal Family and Medical Leave (FMLA)**
    a. All eligible employees will be allowed up to a total of twelve (12) weeks of unpaid leave per year for one or more of the following:
        i. The birth or adoption of a child
        ii. To care for a spouse or an immediate family member with a serious health condition, or
        iii. When the employee is unable to work because of his/her own serious health condition.
    b. The only benefit retained during FMLA is the Health Insurance benefit if one exists.
    c. Previously accrued PTO pay may be used for a part of the FMLA leave.
    d. An employee will be considered eligible for FMLA if they have been continuously employed with Magic Flute Montessori School for twelve (12) consecutive months prior to the first day of the absence for the FMLA leave.
    e. Employees may only use twelve (12) weeks per calendar (January to December) year for FMLA.
    f. It is the responsibility of the employee to notify the Magic Flute Montessori School Director that a given absence is FMLA. The employee will have up to fifteen (15) calendar days from the first day absent to provide medical certification as to the eligibility for FMLA.
    g. FMLA absences which exceed four (4) weeks shall be considered an "Extended Leave without Pay" as described in 8) to follow.

8. **Extended Leave without Pay**
    a. Employees may be granted leave without pay with the Director's approval.
    b. Leave without pay may not be granted for more than twelve (12) calendar months, except for unusual circumstances, or for active military duty.
    c. Leave without pay may also be granted for personal reasons subject to the operational needs of the center.
    d. When the leave time has come to an end, the employee will not lose his or her seniority. However, Magic Flute Montessori School will not necessarily hold his or her specific position.
    e. Each employee's rate of pay is based on the current position held by that employee. Therefore, the rate of pay may be changed when the employee returns to work based on the employee's position when he or she returns.
    f. For more information see the policy "REINSTATEMENT FOLLOWING AN 'EXTENDED LEAVE WITHOUT PAY" to follow.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

BENEFITS

TEMPORARY LEAVES CONTINUED:

9. **Domestic Violence Leave –** There is no paid Domestic Violence Leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School. Employees are eligible to a total of twelve (12) unpaid work weeks of domestic violence leave during any twelve (12) month period for any of the following reasons:
    a. To obtain and receive medical or dental assistance resulting from domestic violence, including services for the employee's dependent children
    b. To obtain legal assistance related to domestic violence
    c. To attend court proceedings related to domestic violence, including criminal prosecution
    d. To attend counseling or support services, including such services for dependent children
    e. To make any other arrangements to provide for the safety and well being of the employee subject to the domestic violence and/or their dependent children.

    The following additional rules shall apply:

    a. The Domestic Violence Leave can be taken intermittently, or on a reduced – leave schedule. However, if the employee requests intermittent leave or reduced-leave based on foreseeable or planned schedule, the employee may be temporarily transferred, as no specific position would be required to be held. This to decision to be made with the best interest of the children and families served in mind.
    b. Prior to requesting Domestic Violence Leave, employees must first exhaust all their accrued PTO. After that, employees are eligible for the thirty (30) days of unpaid domestic leave.
    c. Requests for Domestic Violence Leave must be supported by certification issued by an authorized person from any support entity, including: a healthcare provider, attorney or record, law enforcement agency, clergy, domestic violence advocacy agency, domestic violence center or shelter.
    d. The certification shall be sufficient if it indicates the employee is being subjected to domestic or repeat violence and needs time off for one or more of the above stated reasons.
    e. Upon return from an approved domestic violence leave, the employee will be reinstated according to the "Reinstatement following "Extended Leave Without Pay" policy below.
    f. To the extent allowed, employees must give all practicable notice when requesting a Domestic Violence Leave including intermittent leave or reduced-leave schedule as described in the "Pre-arranged absence and PTO", "Pre-arranged absence/PTO Request Form" and "Call-in/Sick Leave" policies above.
    g. Intermittent leave for reasons of Domestic Violence will not exceed 12 weeks from beginning to end of the return to a "normal" schedule.

10. **Other Personal Leave -** There is no paid personal leave benefit. Refer to the PTO policy for the paid leave benefit program of Magic Flute Montessori School.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

BENEFITS

REINSTATEMENT FOLLOWING "EXTENDED LEAVE WITHOUT PAY":

Upon return from an "Extended Leave without Pay", employees may be reinstated according to applicable law.

1. Upon return from a medical or personal leave of absence such as described by 8) "Extended Leave without Pay," employees will be reinstated in the following priority:
   A. First: Prior position, if still available.
   B. Next: A comparable position for which the employee is deemed a good fit by the management, if available.
   C. Next: A lesser position for which the employee is deemed a good fit by the management.
2. The employee will be paid either the same rate of pay they received prior to the leave OR
   The employee will be paid a new rate based on the wage range of the new position and the ranking of the employee in that wage range based upon other criteria such as education and previous experience.
3. For a personal leave of absence, if no position is available at the end of the term of absence, the employee will not be returned to work until a position becomes available that is deemed a good fit.
4. If additional or other reinstatement requirements apply after an "Extended Leave without Pay" such as in the case of a pregnancy-related absences or medical leave, a doctor's release will be required.
5. Any and all other regulations regarding a leave will also be followed, such as FMLA.

LEAVE SHARING:

Leave sharing allows employees to donate annual leave or P.T.O. to co-workers who need extended sick leave. Leave sharing is designed to benefit employees with chronic illnesses or serious injuries who have exhausted their other leave options. Employees who are in need of leave donations or who would like to be added to the list of potential leave donors should contact the Director for details. In the event of P.T.O. sharing the recipient will be paid at their own rate of pay per the P.T.O. policies for the computation of pay.

INCLEMENT WEATHER:

Magic Flute Montessori School may choose to close due to inclement weather or other extenuating circumstances. When extreme weather conditions or similar circumstances create transportation difficulties that result in late arrival, the Director may authorize up to two hours of such lost time as a pre-arranged absence and not charged as a call-in /sick leave or tardy. **However, employees are expected to report to work on time, unless given clear confirmation that Magic Flute Montessori School will be closing**. Consult with the management to learn which radio and television stations to monitor or other methods that are currently used to ascertain if Magic Flute Montessori School will be open or closed in the event of inclement weather.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

EMPLOYEE SAFETY AND HEALTH

OCCUPATIONAL AND SAFETY HEALTH ADMINISTRATION (OSHA)

Magic Flute Montessori School strives to provide safe working conditions for our employees and observes the safety laws of the state and federal governments including those established by the Occupational Safety and Health Administration (OSHA). No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonably necessary to keep Magic Flute Montessori School a safe place to work. Employees, who observe a safety hazard, have a responsibility to report it to a member of the management team. Failure to report said safety hazard could result in disciplinary action at the discretion of the management.

WORKER'S COMPENSTATION AND EMPLOYEE INCIDENT REPORTING:

In the case of a job-related accident to any employee, immediate notice should be given to the supervisor on duty and relayed to the Magic Flute Montessori School Director. Failure to immediately notify a supervisor could result in the insurance company in-acting the loss of worker's compensation payments as authorized by law. An incident report form should be filled out and should include the nature of the injury, how it happened, the time of day, and witnesses, etc. Failure to do so may result in a nullification of the workers compensation benefit according to the rules of the specific workers compensation policy and the state and federal laws which govern workers compensation claims. Magic Flute Montessori School maintains Worker's Compensation insurance for job-related accidents.

WORK RELATED INJURIES:

1. The supervisor, or someone appointed to assist, will assist employees involved in a work-related injury, which is a true emergency and requires immediate treatment, in going to the nearest hospital for care or by calling 911.
2. Medical treatment for a non-emergency injury can be obtained through the suggested healthcare provider. Contact your supervisor for direction and/or assistance in finding the appropriate provider.
3. Employees injured during the performance of their duties are subject to drug testing, as established in the "Substance Use and Abuse" policy listed below.
4. Employees injured while on the clock during the performance of their duties, whether on the property or while on a field trip, outing or transporting children, are required to report the injury/incident in a "practicable" time frame to be within no more than three (3) days from the occurrence unless extenuating circumstances do not allow e.g. the person is in I.C.U. ,or a similar situation, which prevents the notification.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

EMPLOYEE SAFETY AND HEALTH

WORKPLACE VIOLENCE:

Magic Flute Montessori School has a zero tolerance for workplace violence and threats. Employees must promptly report any threat of violence or physical act of violence to the appropriate supervisor or management personnel. Violations of this policy will result in disciplinary action up to and including termination of employment.

HARASSMENT AND/OR THREATS FROM NON-EMPLOYEES:

Magic Flute Montessori School will not tolerate threats of violent acts against its employees in any form. Such conduct will result in disciplinary action. Employees should contact the administration should such incidents occur.

DIAPER CHANGING PROCEDURES

Staff must check diapers regularly and change diapers promptly whenever they are wet, soiled, or otherwise require changing. Diapers must also be checked and changed as needed throughout the day, including before and after naps, before departure, and whenever a child appears uncomfortable.
During diaper changes, staff will:
• Wash hands before and after each diaper change
• Use disposable gloves when appropriate
• Clean and sanitize the diaper changing surface after each use
• Properly dispose of diapers and wipes in designated containers
• Follow sanitary procedures to prevent the spread of illness and infection
• Document diaper changes according to classroom procedures
Children must never remain in a wet or soiled diaper for an extended period of time.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT:

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with Magic Flute Montessori School, employees have a responsibility to the company and to their fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict the individual rights of an employee, but rather to be certain that everyone understands exactly what type of conduct is expected and necessary. Magic Flute Montessori School will be a better place to work for everyone when each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct.

As representatives of Magic Flute Montessori School and as role models for those we serve, employees will at all times conduct themselves in a manner which will reflect positively on both Magic Flute Montessori School and themselves, according to the accepted standards of the community we serve.

Service to the children and to the public shall be courteous, considerate, and prompt. An employee is always an example!

DRESS CODE:

1. Management team and office personnel – May wear "dress up clothing" or dress according to the general employee dress code. Professional style nametags will be worn with "dress up clothing" at all times.
2. General Employees – Must wear a clean logo t-shirt in an approved color every day and black pants. Each employee will be able to purchase t-shirts at the director office. Employees are not allowed to purchase their own shirts. During the summer months the same uniform is permitted. Shorts are not acceptable. Slacks and jeans are not acceptable. No sweatpants, skirts, pajama type bottoms. Stretch type pants may be worn if the shirt covers the waist and hip area. All shoes must be cover at the front to prevent accidents. Employees should not have visible tattoos, and piercings are limited to two piercings per ear. No other piercings should be visible while at Magic Flute Montessori School. Hair needs to be clean and neat, and makeup, if worn, needs to be tastefully applied.
3. When leaving Magic Flute Montessori School, employees must change out of their center uniform shirt. Employees, who do not change, must go directly home without stopping anywhere.
4. The management team members at Magic Flute Montessori School have the right to determine if clothing is tasteful and appropriate beyond the terms listed above and require a change in dress if they feel it is necessary.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

SOLICITATION/DISTRIBUTION:

Employees are not permitted to solicit for any purpose during their working time due to the fact that solicitation not only causes an employee to neglect their own work, but also interferes with the work of others.

An employee shall not solicit another employee for membership or subscriptions for any public or private enterprises or for gifts of any nature during either employee's working time. The circulation or distribution of any petitions or other printed material on Magic Flute Montessori School property and/or the posting of written solicitation on a Magic Flute Montessori School bulletin board or any where on the property is strictly prohibited.

Persons not employed by Magic Flute Montessori School are forbidden from coming onto its property except for purposes for which the property is held open to the public and are prohibited from soliciting or distributing ay material for any reason.

Included in this is Phone solicitation of an un-requested nature. Magic Flute Montessori School does not purchase any items from any phone solicitor and/or telemarketer and employees are instructed to inform phone solicitors of this fact immediately as soon as they make the fact known that they are soliciting. Furthermore, employees are prohibited from giving out any information to any phone solicitor and/or survey taker without the express permission of the management.

CELLULAR PHONE POLICY:

All personal cell phones, pagers, or PDAs must not be in the classrooms during a scheduled shift. Exceptions for emergencies will be allowed only with the approval of Magic Flute Montessori School's Director. The school cell phone is to be used for field trips and emergencies. This phone will be used as an alternate means of communication should our normal phone service become interrupted. Violating this policy may result in immediate dismissal.

PERSONAL PHONE CALL POLICY:

Personal phone calls may be taken if an emergency exists. Messages for all other calls will be taken and given to employees by the end of their workday. In the event of an emergency or special circumstance, employees may make outgoing personal telephone calls with the special permission of a member from the management team.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

PUBLIC RELATIONS:
Public relations are a top priority for every employee. Employees must take the lead in this area and go out of their way to be friendly, helpful, and courteous to all, whom come to Magic Flute Montessori School, come across the center property, or even just call on the phone. It is unthinkable that anyone would pass someone in the property without a smile and/or a hello (whether they are a stranger, client, customer, or fellow employee). Remember that the reception people receive from Magic Flute Montessori School Employees will greatly influence their attitude and confidence in the center as a whole.

SOCIAL MEDIA POLICY:

Employees are required to agree to all of the terms of the attached SOCIAL MEDIA POLICY of Magic Flute Montessori School attached as "Addendum A" to this handbook. Employees should keep in mind that they are subject to legal action for any action through social media or other means that is defamatory to Magic Flute Montessori School or persons associated with Magic Flute Montessori School including posting private information about a client or coworker's medical or financial affairs. An Employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment and any legal action that might accompany a negative affect to the business of Magic Flute Montessori School caused by the violation of this policy.

MEDIA INQUIRIES:
Inquiries from newspaper, radio, television stations and other sources of public information must be immediately referred to the management.

CONFIDENTIALITY:
According to Federal Law any and all children and staff information, records, and/or documentation will be held confidential as specified by the following procedures:

1. Any person or agency requesting access to or information about an individual child or staff member will be informed of this confidentiality process.
2. No information regarding Magic Flute Montessori School's children or staff will be given out, either verbally or written, without proper notification and consent of the responsible party, (i.e. either the staff member or the respective parent or guardian).
3. The following information is to be regarded as confidential, but is not limited to name, address, telephone number, progress notes, medical records, assessments, evaluations, and hourly or salary wages.
4. Any and all requests for information external to Magic Flute Montessori School will be documented by name of requester, date, time, type of information requested, reason for request, as well as the action taken.
5. Each employee's personnel file and child's case record will include copies of consents and authorizations given to Magic Flute Montessori School for release of confidential information.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161

PERSONAL CONDUCT

CONSIDERATIONS WHEN DEALING WITH GOSSIP:

Gossip breaks the law. Federal regulations mandate confidentiality when individuals deal with other individuals in a service organization (the Privacy Law). Disclosing any information, sharing information with others who should not be privy to that information, talking about someone else's problems with people who cannot do anything about those problems or who have no business knowing about those problems is a violation of the federal law.

THE PRIVACY ACT OF 1974 states in part: No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains....[1] http://www.usdoj.gov/foia/privstat.htm

CONFLICTS OF INTEREST:

Employees shall avoid any conflicts of interest and appearance of conflicts of interest in all professional and personal activities. Employees are not allowed to solicit, obtain, accept or retain any personal benefit from any supplier, vendor, individual or organization doing or seeking business with Magic Flute Montessori School.

As used here, "personal benefit" means gift, gratuity, favor, service, or compensation in any form, discount, special treatment or anything of monetary value, beyond business courtesies.

This policy does not relate to "reasonable" gifts from students and/or clients during customary times when such gifts would be given to a "teacher".

OUTSIDE EMPLOYMENT:

Magic Flute Montessori School does not prohibit employees from taking other employment. However, employment can create the potential for conflict of interest and can detrimentally affect an employee's performance of job duties. Therefore, employees must inform their supervisor of outside employment and obtain approval of the management, this to include employees wishing to obtain a part-time or additional job in conjunction to their Magic Flute Montessori School position. Any such work must not interfere with any specific duties or relationships at Magic Flute Montessori School. Employees may not pursue any other employment, business, or profession during the hours they are employed by Magic Flute Montessori School, nor may employees engage in any employment which would affect or change their availability to work during normal business hours, might be considered a conflict of interest with employment at Magic Flute Montessori School or may adversely reflect on the reputation of Magic Flute Montessori School.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

CONDUCT WITH CLIENTS:

Our staff members are required to keep all relationships with the parents on a professional basis only (i.e. no dating, flirting with, or gossiping about the clients/parents, etc.) Anyone conducting a relationship with a client in a non-professional manner will be subject to discipline and possible dismissal. Additionally, Magic Flute Montessori School employees are prohibited from working for parents in their home or in any other manner outside of Magic Flute Montessori School; this includes any type of "care for hire." Any violation of this policy may lead to immediate dismissal.

NON-COMPETE CLAUSE:

MAGIC FLUTE MONTESSORI SCHOOL considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. It is also inappropriate for employees to solicit to work for or with parents and clients and/or to agree to work for them either in their business or homes or at the businesses in which they work or have influence over hiring and/or promotion decisions. Therefore all employees are required to sign a statement that they will not engage in "care for hire" or any employment by or for any past or current client family of MAGIC FLUTE MONTESSORI SCHOOL while currently employed by MAGIC FLUTE MONTESSORI SCHOOL or for eighteen (18) months after their last day of employment. Any employee who violates this policy has violated one of the conditions of continued employment and is in so doing terminating their employment at Magic Flute Montessori School. It is inappropriate for all employees to discuss this policy with, consider accepting employment with or for clients, parents, or anyone they have come in contact with solely due to their employment with Magic Flute Montessori School, or to do any type of work or "care for hire" for these individuals whether for compensation or as a favor. This "non-compete" statement shall be in effect while the employee is currently employed by MAGIC FLUTE MONTESSORI SCHOOL and for eighteen (18) months after their last day of employment. Magic Flute Montessori School reserves the right to take financial remedy against employees who break this policy. Clients who violate this policy may also be subject to termination of services.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

CHILD ABUSE REPORTING POLICY:

State law requires that MAGIC FLUTE MONTESSORI SCHOOL, and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At MAGIC FLUTE MONTESSORI SCHOOL our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. Magic Flute Montessori School is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The steps to be taken if a staff member suspects, is suspected of, or founded of, child abuse are outlined fully in the "New Teacher Training Manual."

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

SEXUAL AND OTHER FORMS OF HARASSMENT:

Magic Flute Montessori School is committed to providing a work environment that is free of harassment of any type, including harassment due to race, color, disability, age, gender, religion, or national origin. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender. Harassment is against the law and will not be tolerated.

Magic Flute Montessori School 's no harassment policy includes sexual harassment. This policy prohibits behavior that is not welcomed by the employee and is personally offensive:

1. Repeated sexual flirtations, advances, or propositions
2. Continued or repeated verbal abuse of a sexual nature, sexually related comments and jokes, graphic or degrading comments about an employee's appearance, or the display of sexually suggestive objects or pictures
3. Any uninvited physical contact or touching, such as patting, hugging, pinching, kissing, or intended brushing against another's body.

Magic Flute Montessori School 's prohibition on harassment extends not only to that by employees, but also by non-employees such as vendors, suppliers, clients, and visitors within Magic Flute Montessori School premises or within the prevue of the license e.g. while on a field trip or etc. Magic Flute Montessori School employees are entitled to work in an atmosphere free of harassment from any source.

All management personnel, as part of their job duties, will be responsible for preventing and eliminating harassment in their work areas. Maintaining a work environment free of any type of harassment is an affirmative obligation of all Magic Flute Montessori School employees. Any employee who observes harassment or believes they have been harassed should immediately report the matter to management personnel and file an "**Employee Grievance/Appeal Form.**"

Any student or employee of Magic Flute Montessori School who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the proper authority so that appropriate action may be taken to resolve the problem. Magic Flute Montessori School prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Magic Flute Montessori School considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

PERSONAL CONDUCT

CONFLICT/ PROBLEM RESOLUTION:

Conflict or problems are to be resolved in the following manner:

1. Resolve conflict or problems quickly and graciously with the individual with whom the conflict has arisen. Avoid involving or discussing the issue with others who are not related to the issue. Most problems can be corrected satisfactorily if this step is applied.
2. If Step One did not successfully resolve the conflict or problem, then the issue should be reported to the Director. The Director will then choose an appropriate intervention, which may include the following:
    a. Observation
    b. Verbal or written directive
    c. A Meeting of both parties with the Director
    d. Implementing needed changes
    e. These steps may take place over a period of up to 1 year or may take place simultaneously or in any combination.
3. Forgive and forget – Life is too short to hold a grudge.

GRIEVANCE PROCEDURES AND APPEAL:

Any employee, who feels unfairly treated or reprimanded, discriminated against, or unjustly dismissed, may appeal to the Director in written or verbal format within three (3) days of the occurrence using the "Employee Grievance or Appeal" form. If the Director is unable to resolve the issue, a written statement must be sent to the Magic Flute Montessori School board or owner. A consultation time will be established for all involved in the matter. The decision by the Magic Flute Montessori School board or owner will be final.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

SUBSTANCE USE AND ABUSE:

Magic Flute Montessori School is committed to maintaining a healthy, efficient working environment for its employees and a safe, friendly place for children. With this basic objective in mind, Magic Flute Montessori School has established the following policy with regard to the use, possession or sale of illegal drugs or the abuse of alcohol.

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol and set forth the following rules:

SMOKING POLICY:

Smoking is always prohibited on Magic Flute Montessori School property or while performing work duties. At no time should a child or parent of Magic Flute Montessori School observe an employee smoking on Magic Flute Montessori School premises or in a Magic Flute Montessori School uniform shirt whether on or off the premises.

ALCOHOL:

Magic Flute Montessori School prohibits employees from being "under the influence" of alcohol while performing Magic Flute Montessori School business. Employees may not consume alcoholic beverages or take illegal drugs on our premises. Employees may not report to work under the influence of drugs or alcohol. Such behavior poses a safety threat to the employee, other employees, and the children.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

SUBSTANCE USE AND ABUSE

ILLEGAL DRUGS:

The non-prescription use, sale, possession, distribution, manufacture, or transfer of illegal or controlled substances on Magic Flute Montessori School premises or elsewhere during work hours or during non-working time is strictly prohibited. The presence of any illegal drug in an employee, detectable by a drug-screening test, while performing Magic Flute Montessori School business or on Magic Flute Montessori School property is prohibited.

An illegal drug is any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained. The definition includes prescribed drugs not legally obtained and prescribed drugs not being use for prescribed purposes.

Employees convicted under any federal or state criminal drug statute, employees must notify the director within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs, which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug, which is not legally obtainable, which may be obtainable but has not been legally obtained, or which is being used in a manner or for a purpose other than as prescribed.

DRUG AND ALCOHOL SCREENING:

Magic Flute Montessori School may require a blood test, urinalysis, or other drug or alcohol screening on a random basis or when an employee is reasonably suspected of using or being under the influence of a drug or alcohol on the basis of behavioral characteristics or other appropriate information. All screenings will be conducted in a manner consistent with applicable federal, state, and local laws.

DISCIPLINARY ACTION:

Violation of any of the above policies regarding substance abuse can result in disciplinary action, which may include immediate discharge for the first offense.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT:

In general Magic Flute Montessori School follows a progressive disciplinary policy while the administration maintains the right to terminate "at will."

The four usual steps of disciplinary action are:

1. Verbal notification
2. Written notification
3. Suspension/Days of Decision including 1-10 days off without pay
4. Termination

These steps may take place over a period of up to 1 year or may take place simultaneously or in any combination.

UNACCEPTABLE ACTIVITIES/CAUSES FOR TERMINATION:
Any and all violations of any of the policies listed in this manual and/or in any of the procedural handbooks of the center shall constitute sufficient grounds for termination. This does not alter the "at-will nature" of an employee's employment under which either an employee or the employer may terminate the employment relationship with or without reason and in the absence of any violation of these rules. (Procedural handbooks shall include but not be limited to the following: Parent's Handbook, New Teacher Training Handbook, Health and Safety Handbook, Evaluation Handbook, or the Job Descriptions Handbook.

FIREARMS, KNIVES AND OTHER WEAPONS:
Employees are prohibited from carrying any type of weapon on Magic Flute Montessori School property including keeping it in a desk, file or any areas of the buildings and grounds or in their personal possession while representing Magic Flute Montessori School. A permit to own a firearm or any other weapon will not override this policy.

TERMINATION OF EMPLOYMENT:
Employees should consider their employment as on an "at will" basis. Employees may be terminated for any reason and at any time.

In arriving at the decision to terminate employment Magic Flute Montessori School will consider the seriousness of any infraction, past record of the employee, and the circumstances surrounding any incident.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT

RESIGNATIONS:

In the event an employee decides to terminate employment with Magic Flute Montessori School we require that a **"Resignation Form"** be filled out and submitted to the management a minimum of two (2) weeks prior to the intended leave date. This is so that we have adequate time to fill the vacated position. A decision to resign should be kept confidential and not shared with employees, clients, customers or parents until the decision has been confirmed with the "Resignation Form" and the form has been accepted by a member of management. Failure to keep this of a confidential nature may result in immediate discharge and shall constitute grounds for payment of minimum wage as described in the "TRAINING WAGE" section herewith.

An employee who resigns or is terminated under any circumstances is required to make an inventory of all Magic Flute Montessori School property and equipment in their possession and return all assigned items. Any unreturned inventory will be withheld from the final paycheck at replacement cost

Employees who resign in good standing may be asked to help create an "exit strategy" to insure the proper transfer of responsibilities and duties.

The employee's final paycheck will be paid in the regular pay periods of Magic Flute Montessori School.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

ADDITIONS AND CHANGES:

MAGIC FLUTE MONTESSORI SCHOOL reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

THIS PAGE LEFT BLANK INTENTIONALLY

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

ADDENDUM A:
SOCIAL MEDIA POLICY

Aside from the Magic Flute Montessori School social media efforts, whether or not an employee chooses to create or participate in a blog, online social network, or any other form of online publishing or discussion is their own decision. This policy is designed to offer practical guidance for responsible, constructive communications via social media channels for employees due to the fact that emerging online platforms are fundamentally changing the way individuals and organizations communicate and the distinction between personal and professional communications can sometimes be unclear. These same principles and guidelines that apply to the activities of employees in general as found in the Employee Handbook, apply to employee activities in social media channels and any other form of online publishing. This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner and will apply to professional use of social media on behalf of Magic Flute Montessori School as well as personal use of social media whether referencing Magic Flute Montessori School or not:

SOCIAL NETWORKING:

Employees are prohibited from having social interaction with clients, students and their families including but not limited to those through the Internet, cell phones or other means of electronic communication. All forms of communication including electronic communication are subject to the same professionalism standards as any other personal inter action. In order to avoid this prohibited social conduct, employees should refrain from the following, but not necessarily limited to the following:

1. Knowingly "friend" or allow a client, student or their family members a page on Facebook or similar social networking sites.
2. Post any information on any blog, website, or other electronic format affiliated with any student.
3. Send any emails to a client, student or their family members that do not originate from the center's recognized email account – This to be approved by management prior to being sent.
4. Send or respond to any text messages to a client, student or their family members except as specifically authorized by the management for necessary communications with appropriate permission.
5. Accept personal invitations to social gatherings from a client, student or their family except as been expressly approved by the management.

All electronic communications with a client, student or their families must be transparent, accessible to the center management and professional in content and tone. Employees must decline or disregard such invitations from clients, students or their family members to interact through texting and/or social networking sites or any in person personal invitation.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

SOCIAL MEDIA POLICY

USE OF SOCIAL MEDIA:

The following principles apply to professional use of social media on behalf of Magic Flute Montessori School as well as personal use of social media whether referencing Magic Flute Montessori School or not:

1. Employees need to know and adhere to Magic Flute Montessori School Employee Handbook, and other company policies when using all social media.
2. Employees should be aware of the effect their actions may have on their images, as well as the reputation of Magic Flute Montessori School and those of its directors, management, employees, and clients. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that Magic Flute Montessori School may observe content and information made available by employees through social media. Also, employees are reminded that the computer systems and network that they use at work, and/or remotely, belong to Magic Flute Montessori School as well as any internet traffic (live or stored history), search or social networking/media activity remains the property of Magic Flute Montessori School, and the employee should have no expectation of privacy.
4. Employees should use their best judgment in posting material. Employees should be respectful of Magic Flute Montessori School, its directors, management, employees, and clients. Although not an exclusive list, employees should think twice before posting any commentary, content, or images that are defamatory, prejudicial, pornographic, proprietary, harassing, libelous, or that can create a hostile environment. Such postings are generally prohibited. Employees are encouraged to check with their supervisor if there are any questions regarding prohibited postings.
5. Employees are not to publish, post, or release any information that is considered confidential. If there are questions about what is considered confidential, employees should check with their supervisor.
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or create legal questions. As always, Employees should refer these inquiries to the center management.
7. Employees should get appropriate permission before they refer to or post images of current or former employees, community members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property.

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161
An Investment in Your Child's Future! For more information visit
🎓www.MagicFluteMontessori.com

SOCIAL MEDIA POLICY

USE OF SOCIAL MEDIA Continued:

8. Social media use shouldn't interfere with employee's responsibilities at Magic Flute Montessori School. Magic Flute Montessori School's computer systems and classroom phones are to be used for business purposes only. Subject to applicable law, this policy or any other company policy may subject an employee to disciplinary action, up to, and including termination.

9. If employees publish content that involve work or subjects associated with Magic Flute Montessori School that is being posted in a non-Magic Flute Montessori School website or other forum, such as an employee's personal social media page, a clear disclaimer should be used that states the views expressed by the author are his or her own and not Magic Flute Montessori School. It is highly recommended that employees only refer to Magic Flute Montessori School with permission of the management.

Any violation of this policy may result in disciplinary action up to and including termination of employment.

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

FORMS

📍 1550 NE 147th St, Miami, Fl 33161
ENGLISH 📞+1(954) 779-0095 SPANISH 📞+1(305)944-3499 RUSSIAN 📞+1(786)265-9161

EMPLOYEE ABSENCE/TARDY FORM

Name_____

Date Scheduled_____**Time Due In**_____

Date Notified_____**Time Called In**_____

Reason For Absence_____

_____

This is Excused / Unexcused

White – Employees File Yellow – Return to Employee Pink – Payroll Dept

MAGIC FLUTE MONTESSORI SCHOOL

"Where Little Hands Build Big Dreams!"

PRE-ARRANGED ABSENCE/PTO REQUEST FORM

Name _____

Date(s) Requested _____

Employee's Signature _____ Date _____

APPROVED / NOT APPROVED

Supervisor's Signature _____ Date _____

White – Employees File Yellow – Return to Employee Pink – Payroll Dept

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

Magic Flute Montessori School

ON-DUTY MEAL PERIOD AGREEMENT FORM

_____ and *Magic Flute Montessori School*
(name of employee) (name of employer)

agree
that the nature of the employee's work prevents the employee from being relieved of all duty during the employee's meal period. The employee agrees to work an on-the-job meal period which shall be considered time worked and paid for by the employer. During this period the employee will be able to eat and also will be expected to count in the teacher-to-child ratio and fulfill any responsibilities that accompany being counted in that ratio.

This Agreement is freely and voluntarily entered into:

Team Member:_____ **Position:**_____

Member's Signature:_____ **Date:**_____

Supervisor's Signature:_____ **Date:**_____

Supervisor's Signature:_____ **Date:**_____

Magic Flute Montessori School
Non-Compete Agreement

This agreement is a COVENANT NOT TO COMPETE: which is a general form of provision in employment restricting a currently employed and/or discharged employee's ability to compete with employer for a reasonable period of time

The Policy of Magic Flute Montessori School states:

MAGIC FLUTE MONTESSORI SCHOOL considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. It is also inappropriate for employees to solicit to work for or with parents and clients and/or to agree to work for them either in their business or homes or at the businesses in which they work or have influence over hiring and/or promotion decisions. Therefore all employees are required to sign a statement that they will not engage in "care for hire" or any employment by or for any past or current client family of MAGIC FLUTE MONTESSORI SCHOOL while currently employed by MAGIC FLUTE MONTESSORI SCHOOL or for eighteen (18) months after their last day of employment. Any employee who violates this policy has violated one of the conditions of continued employment and is in so doing terminating their employment at Magic Flute Montessori School. It is inappropriate for all employees to discuss this policy with, consider accepting employment with or for clients, parents, or anyone they have come in contact with solely due to their employment with Magic Flute Montessori School, or to do any type of work or "care for hire" for these individuals whether for compensation or as a favor. This "non-compete" statement shall be in effect while the employee is currently employed by MAGIC FLUTE MONTESSORI SCHOOL and for eighteen (18) months after their last day of employment. Magic Flute Montessori School reserves the right to take financial remedy against employees who break this policy. Clients who violate this policy may also be subject to termination of services.

By signing below I agree to the terms of the non-compete agreement above. I further understand that ***violating this policy is a violation one of the conditions of continued employment and is in so doing equal an act of terminating my own employment at Magic Flute Montessori School.***
I also understand and agree that if such employment is terminated for any cause, I shall not, for a period of eighteen (18) months after leaving the employment, engage directly or indirectly, either personally or as an employee, associate partner, partner, manager, agent, or otherwise, or by means of any corporate or other device, in the businesses or homes of current or past clients of Magic Flute Montessori School or work in another childcare center business within five (5) miles of Magic Flute Montessori School.
I further agree that nothing contained in this agreement will act to change the "At Will" status of employment but is to be considered further clarification of that status.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____

Magic Flute Montessori School
Resignation Form

Name: _____ Date: _____

Address: _____

City & Zip: _____ Phone # _____

I am resigning my position at Your Center Name effective _____

My reasons for resigning are: _____

_____

_____

☐ I do not currently have health insurance

☐ I refuse Cobra

☐ I wish to apply for Cobra

Additional Comments: _____

_____

_____

Signed: _____ Date: _____

Received By: _____ Date: _____

Comments Of Supervisor: _____

_____

Magic Flute Montessori School
HANDBOOK ACKNOWLEDGMENT FORM

I have received a copy of the Magic Flute Montessori School's Employee and Parent Handbook. I have read and reviewed the sections of the Handbook as they apply to me**. I agree** to abide by the policies outlined in the Handbook for employees of Your Organization. If I have questions about any of the material discussed therein, I will have these matters clarified by the center Director or other leadership team member. **I have also received** the orientation on my job expectations and have reviewed the New Teacher Handbook, the Job Description and Evaluations Handbook .

I further understand that the legal definition of my employment at Magic Flute Montessori School is that of an "AT WILL EMPLOYMENT" which an employment provision indicating that employer or employee may terminate the employment relationship at any time with or without cause: In consideration of Magic Flute Montessori School making employment available, **I agree** to conform to the policies, procedures, rules and supervisors directives. **I understand** that each party to this agreement also agrees that my employment and compensation can be terminated, with or without cause, and without prior notice, at any time, at the option of either the Magic Flute Montessori School management or myself. I further understand that if at any time I refuse to abide by any of the policies stated here within that It will be considered that I no longer will to work at Magic Flute Montessori School and that the refusal could be considered my resignation by the management.

Employee :_____ **Social Security #:**_____

Employee's Signature:_____ **Date:**_____

Supervisor's Signature:_____ **Date:**_____

Witness Signature:_____ **Date:**_____