

Employee Handbook



Little Wonders
Where Children Learn, Develop, and Grow

Revised: January 2023

WELCOME TO LITTLE WONDERS LEARNING CENTER

We take pride in providing quality preschool and child care services and we are dedicated to making a difference in children's lives. Our mission here at Little Wonders is to help each child learn, grow, and develop. This handbook contains information that will help you understand general policies and get you off to the right start. It is reviewed once a year as we learn, grow and adapt. The success of Little Wonders depends largely on the cooperation and teamwork of every employee. We hope you enjoy your employment here!

EMPLOYEE REQUIREMENTS

Background Check and Fingerprints

Every new employee must submit a background check application through CCL. Background check form must be completed on the day you do paperwork. Fingerprints are due within 5 days of the date of hire, and details of how to complete the fingerprinting process will be provided to you on the day you complete "New Hire" paperwork. New employees CANNOT be left alone with children, change diapers or run a classroom until their background check has cleared.

Mandatory Staff and Curriculum Meetings

Staff and curriculum meetings are mandatory and will count as time towards training hours. Employees get paid \$9.00 per hour for Staff Meetings. Meeting time varies depending on the training planned by the administration.

First Aid/CPR Certification and Food Handlers Permit

Every employee is required to have First Aid/CPR Certification. This is an out of pocket expense for the employee. New employees have 10 days from the day of hire to provide documentation that proves certification. Failure in providing certification will result in not being able to clock in for your shift.

Food Handler's Permit is an out of pocket expense for employees. New employees must provide a copy of their Food handlers permit within 30 days of the date of hire. Failure in providing certification will result in not being able to clock in for your shift.

Annual Training Hours

20 hours of training per year is required from every employee. 10 of those hours must be face to face training. The 10 remaining hours can be non face to face training. Training can be completed by attending the mandatory Staff Meetings, specific school credits and/or online courses. Additional child-care related training may count towards hours as well.

Employees who do not keep up with their 20 hours of training will not be allowed to come back to work until training is completed.

Other requirements may be needed depending on your position.

EVALUATION PERIOD

All new employees have a 60-day probationary period to evaluate if employment is mutually satisfactory. If termination happens before the 60 days is over, whether by employer or employee, the required background check fee will be deducted from the last paycheck.

Performance evaluations take place at the 2 month period and yearly hire date. Evaluations are done by the employee and director and reviewed by the owner. In both instances, employees are eligible for a raise. Raises are based on performance of the employee. Employees will be given the evaluation paper for self-evaluation.

Once completed, the Director will review evaluation with the employee and set goals. Director will forward completed evaluations with recommendations to the owner.

PAYDAYS

Pay periods are as follows:

- 1st through the 15th with payday on the 20th
- 16th through the last day of the month with payday the 5th of the following month

Checks may be picked up after 3:00pm on payday. If payday falls on a weekend or holiday, checks will be available on the Friday before.

It is the responsibility of the employee to clock in and out for each shift. Employees may not clock in more than 5 minutes prior to their scheduled shift unless approved by the director or the needs of the classroom ratio. Employees not being productive for Little Wonders must be clocked out. This includes employees who are not needed because child-to-caregiver ratios are low. If an employee has a pattern of missed clock-ins, they may be disciplined up to and including termination of employment. If you miss a clock-in or the time clock does not correctly record your time, please inform the office as soon as possible.

GENERAL INFO

Breaks

Employees may be scheduled for 8 working hours each weekday. For all full-time employees, a 1-hour unpaid break will be provided each day.

Reimbursements

Little Wonders does not reimburse purchases made by employees.

Personal Hygiene / Dress Code

Employees are expected to present a well-groomed appearance which represents Little Wonders in a positive way. This includes regular bathing, well kept hair (in a ponytail, clean bun, down but neat), and unobtrusive perfume or body odors. The wearing of professional attire is expected of all employees. If an employee arrives out of compliance with the dress code, they will be asked to return with the appropriate attire and in compliance with company policy. The following is a list of clothing items not permitted by Little Wonders during work hours:

- Yoga pants / leggings, unless the blouse is at hip length
- Blouses that show midriffs, blouses should be at hip length
- Blouses that do not cover the majority of one's shoulders or cleavage area
- Offensive/inappropriate graphics
- Shorts, skirts or dresses must follow the fingertip rule
- Pajamas
- Biker shorts, spandex, spunks
- Costumes / "Fancy" attire (unless for a specific school related event)
- Unclean/ sheer/ ripped items
- Too baggy or form fitting clothing. Clothing should be comfortable enough to allow you to get down on the the children's level
- If an employee is in a room where shoes are not permitted, socks will be required.

- Excessive Jewelry / Nose Rings
- Excessive makeup/ only natural looking makeup will be permitted
- Administrators are required to wear “business casual” attire while still conforming to the previously stated dress code. This includes but is not limited to:
 - Dark colored jeans
 - Slacks
 - Dresses/skirts
 - Well kept blouses
 - No flip flops/ slippers

Visitors

Visitors, phone calls, and non-work related texting during work hours are not permitted.

Computer/Cell Phone Use

Cell phones (for personal use) may only be used in case of an emergency during work hours and **NEVER** when transporting children. You may use your cell phones to text parents about an ill child that needs to be sent home or to update a parent about a child. You may play music on your phone **ONLY** during nap/quiet time or during designated music times. During naptime your cell phone/tablet may be used for lesson planning **AFTER** all sanitizing and cleaning is complete.

Computers, including personal computers, may only be used for Little Wonders purposes during work hours. This includes prep time. Any exception to these rules must be approved by the director.

If the Cell Phone/Computer Use policy is not followed the first offense will be a verbal warning, second offense will be a written warning, beyond that may result in termination.

Social Media Policy

Employees must not post pictures, videos or make comments that may negatively portray Little Wonders. Employees are not allowed to post pictures or videos of enrolled children on their personal social media. Employees are encouraged to share posts made on the Little Wonders Facebook and Instagram pages.

If the Social Media Policy is not followed the first offense will be a verbal warning, second offense will be a written warning, beyond that may result in termination.

Good Housekeeping

A clean environment is essential for the children and to provide a professional appearance of our facility. Please help keep the center clean. Pick up any trash you see inside or out. Teachers are responsible for keeping their own classroom clean. Clean up after your children whether in the classroom, play areas, or restroom. Strict adherence to sanitizing procedures is mandatory.

Kitchen

Employees other than kitchen help must stay out of the kitchen area, except when approved by the kitchen manager.

Breastfeeding Policy for Employees

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Benefits

As part of the Little Wonders Team, we want to reward employees for their hard work and commitment. Our benefits are as follows:

Paid Days Off:

1 year of full time (30+ hours) from hire date = 5 paid time off days & paid holidays (days that we are closed for a holiday)

*Days do not roll over into the next year

*The time off request needs to be filled out 2 weeks before planned vacation days in order to make sure it gets approved before payroll is processed.

*Paid Time Off must be taken 2 weeks before your last physical work day. Any vacation days not used before the 2 weeks notice will be lost.

Years of Employment:

A bonus of \$50/year of employment will be awarded to employees on their "Date of Hire" each year.

Ex: 3 years = \$150

Insurance

Little Wonders offers Insurance including health, dental and vision, employees are eligible for this insurance after 60 days of full time employment. Details will be provided to you on your day of hire.

Other

Full time (30+ hours) employees are also offered a discounted childcare rate at 25% off regular rates. We encourage employees to eat meals with the children during work hours, employees are not required to pay for the meals provided, instead enjoy free meals during your work day!

We believe that having teachers who are committed to the program will only help us grow and become better. We are constantly striving to improve Little Wonders and want to compensate the employees by reinvesting in you.

CONDUCT STANDARDS & DISCIPLINE

All employees are expected to avoid inappropriate conduct. Any conduct that is not in compliance with state rules or casts a negative light on the center or results in a negative atmosphere for the children or other employees will be grounds for termination. This includes but is not limited to the following:

Smoking

Smoking on the premises which includes: the building, playground, parking lot and its surrounding area is not permitted.

Alcohol or controlled substance

Reporting for work under the influence; possessing or consuming during work hours, possessing or consuming illicit drugs outside of work. Random drug testing will be performed. Refusal to submit to an alcohol/drug screen will be considered as a voluntary quit.

Negligence

Negative interaction with children, other employees, management, or parents; gossip; inability to work in harmony with others.

Dishonesty

Misrepresentation or withholding pertinent facts in securing employment; dishonesty or falsification in any form while you are employed at Little Wonders.

Stealing

Removing company property from the premises or using company property for personal purposes. This includes but is not limited to equipment, supplies, and food.

CORRECTIVE AND DISCIPLINARY PROCEDURES

Violations of work-center rules, instances of unacceptable behavior or misconduct, child neglect and poor performance may be subject to disciplinary action up to and including termination.

Employees who fail to act in the best interest of Little Wonders may be subject to disciplinary action up to and including termination.

Depending upon the circumstances, the director may first issue a verbal warning. The verbal warning may be followed by a written warning, and/or other disciplinary action up to and including termination. Depending upon the circumstances, the director, at their discretion, may bypass a verbal and/or written warning and/or a management/employee disciplinary meeting and proceed directly to more severe disciplinary action up to and including termination. For example, without limitation, employee acts of violence, gross misconduct, or other inappropriate conduct may be grounds for immediate termination.

When an infraction happens:

1. Informal Counseling

- 1.1. Before any disciplinary action takes place the employee must be made aware (reminded) what the standards are. If within the next 3 months it happens again an official verbal warning will happen. Discussions will be documented in employee's personal Procure file
- 1.2. Any documentation will be sent to Human Resources (HR) and uploaded to Procure

2. Verbal

- 2.1. A verbal warning is given telling the employee what the issue is and why it is important to follow the company policy regarding the infraction. The employee is then told that if the infraction happens again within the next 3 months they will get a written warning.
- 2.2. The supervisor would then document that the verbal warning took place and any notes and action items. This documentation is sent to HR and added to Procure.

3. Written

- 3.1. A Written Warning will be issued if there is no improvement in conduct or performance that has previously been through the informal/verbal a written warning then takes place.
- 3.2. Before issuing the warning the employee should be invited to another meeting, told the infraction, and given a chance to respond.
- 3.3. The written warning is then given and lasts for 3 months
- 3.4. The written warning should be very clear as to the problem, any suggested solutions (retraining), and advisement of possible next steps if there is no improvement in the 3 months.
- 3.5. HR or an administrative authority is required to be present.

3.6. Documentation given to HR and on Procure.

4. D-Day (decision Day)

4.1. If the infraction occurs again within the 3 months of the written notice. The employee is again invited in to discuss the situation and given an opportunity to respond.

4.2. The employee is sent home, without pay, for the remainder of the shift. The time off work should not extend past 24 hours.

4.3. The purpose of the D-day is explained to the employee as an opportunity for them to decide whether they want to continue employment. If they want to continue employment they need to return at the start of their next assigned shift with a written plan laying out how they are going to improve and not make the same error again. If they come with a well thought out plan they return to work

4.4. A D-Day lasts for 6 months. The employee is informed if there is a repeat in the following 6 months they will be terminated.

4.5. HR needs to be present

4.6. Documentation is given to HR and uploaded to Procure.

5. Termination

5.1. If the above four steps have been followed and documented and the employee has another infraction they are terminated immediately.

5.2. HR has the right to review terminations.

In the case of dishonesty or safety violations no informal counseling or verbal warning is necessary. An automatic D-day will occur for any employee on the job under the influence.

Nothing in this policy shall affect the employment relationship between an employee and Little Wonders as "at-will," which means that notwithstanding the Company's election to use progressive or corrective discipline procedures as described herein, the Company and Employee have the right to terminate the employment relationship for any reason not otherwise prohibited by law.

EMPLOYEE PRIVACY & OTHER CONFIDENTIAL INFORMATION

Little Wonders collects personal information about employees that relate to their employment. Only people with a business-related need-to-know are given access to this information. Human Resources must authorize release of information for employment verification or to satisfy legitimate investigatory or legal requirements (with employee approval only).

ACCOUNT AND CUSTOMER INFORMATION

Employees are prohibited from distributing any child's or parent's information to anyone, in any form, except the named account holder or customer.

GRIEVANCES

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware of to management. If you do not feel comfortable reaching out to your Director you may reach out to Human Resources at hrlittlewonders@gmail.com

COMMUNICATION

Communication between staff members is to be kept professional. For matters that need to be handled privately, reach out to your director or Human Resources at hrlittlewonders@gmail.com All media inquiries in relation to

Little Wonders Learning Center must be referred to Human Resources. This includes all forms of responses to the media, including off-the-record and anonymous statements.

CONFLICT OF INTEREST

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Little Wonders Learning Center. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

ANTI DISCRIMINATION & HARASSMENT

Americans with Disabilities Act

It is Little Wonders Learning Center's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Little Wonders Learning Center is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Little Wonders Learning Center recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

Little Wonders Learning Center provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and social and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Harassment and Discrimination

Little Wonders Learning Center strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Little Wonders Learning Center does not and will not tolerate any type of harassment of our employees, applicants for employment or our clients.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the director. If the director is not available, or you believe it would be inappropriate to contact him/her, contact HR at hr@littlewonders.com

Little Wonders Learning Center will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal;

at the same time employees have an obligation to cooperate with Little Wonders Learning Center in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

COMPLIANCE

All employees must stay in compliance with rules outlined by the Utah Bureau of Licensing agency and by the Company, as outlined in the Training binder and the Employee Handbook.

Little Wonders Learning Center reserves the right to discipline or discharge any employee for violating any company policy practice, or rule of conduct. Be aware that Little Wonders retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Non-Compete Agreement

Employees shall not solicit clients from Little Wonders Learning Center upon terminating employment.