

# Employee Handbook



**Little Wonders**  
Where Children Learn, Develop, and Grow

**Revised: January 2025**

# 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!

## SECTION I EMPLOYEE REQUIREMENTS

1. **Background Check and Fingerprints.** All new employees must complete a background check through Child Care Licensing (CCL). The background check application must be submitted on the same day that new hire paperwork is completed. Additionally, fingerprinting must be completed within 5 days of the hire date, with detailed instructions for the fingerprinting process provided during the new hire orientation. New employees cannot be left alone with children, change diapers, or supervise a classroom independently until their background check is fully cleared. This is a non-negotiable requirement to ensure the safety and well-being of the children.
  
2. **Mandatory Staff and Curriculum Meetings.** Attendance at staff and curriculum meetings is mandatory for all employees and will count toward the required annual training hours. Employees will be compensated at a rate of \$9.00 per hour for attending these meetings. Meeting duration will vary based on the training agenda set by the administration. Missing staff meetings without prior approval may lead to disciplinary action. These meetings are crucial for maintaining the quality and consistency of the center's operations and curriculum.
  
3. **First Aid/CPR Certification and Food Handler's Permit.**
  - a. **First Aid/CPR Certification.** All employees are required to obtain First Aid and CPR certification. This is an out-of-pocket expense for the employee, and proof of certification must be submitted within 10 days of the hire date. Failure to provide this documentation within the specified timeframe will result in the employee being unable to clock in for shifts until certification is provided.
  
  - b. **Food Handler's Permit.** A valid Food Handlers Permit is also required for all employees, which is another out-of-pocket expense. New hires must submit a copy of their Food Handler's Permit within 30 days of the hire date. As with the First Aid/CPR certification, failure to provide this documentation will result in the employee being unable to clock in for shifts.
  
4. **Annual Training Requirements.** All employees are required to complete 20 hours of training each year. 10 hours must be face-to-face training, which may include in-person

workshops or seminars. The remaining 10 hours can be completed through online courses or other approved non-face-to-face methods. Training hours can be accumulated by attending mandatory staff meetings, school-approved courses, or other child-care-related programs. Employees who fail to complete the required training hours will be suspended from work until the training is completed. Additional training or certifications may be required depending on the employee's specific role or position.

## **SECTION II**

### **EVALUATION PERIOD**

2.01 **Evaluation Period.** All new employees will undergo a 60-day probationary period during which Little Wonders Learning Center will evaluate their suitability for the role. This period allows the employer to assess the employee's performance, adherence to company policies, and overall fit within the team. During this period, employment is considered conditional and may be terminated by Little Wonders Learning Center at any time if the employee does not meet expectations.

2.02 **Termination and Background Check Reimbursement.** If employment is terminated by either party before the completion of the 60-day period, Little Wonders Learning Center reserves the right to deduct the cost of the required background check from the employee's final paycheck. This deduction is non-negotiable and will be applied regardless of the reason for termination.

2.03 **Performance Evaluations.**

a. **Probationary and Annual Evaluations.** Formal performance evaluations are conducted at the end of the 60-day probationary period and on the employee's annual hire date. These evaluations are designed to assess the employee's compliance with company standards, performance quality, and overall contributions to the center.

b. **60-Day Evaluation.** A review of the employee's performance during the probationary period will determine whether the employee will continue in their position.

c. **Annual Evaluation.** The annual review assesses the employee's continued compliance with expectations and offers an opportunity for performance improvement.

d. **Evaluations** are conducted by the Director and reviewed by the Owner. The decision to retain an employee, award a raise, or set corrective measures is at the sole discretion of Little Wonders Learning Center.

2.04 **Self-Evaluation and Goal Setting.** Employees will be required to complete a self-evaluation form prior to their evaluation meetings. This self-assessment will be used in conjunction with the Director's evaluation to discuss performance, set goals, and determine any necessary improvements. Completion of self-evaluations does not guarantee continued employment or raises.

2.05 **Raises Based on Performance.** Raises are not guaranteed and are awarded solely at the discretion of Little Wonders Learning Center. Any raise will be based on a thorough assessment of the employee's performance, punctuality, adherence to policies, and contribution to the team. Failure to meet performance expectations may result in a denial of a raise or other corrective actions.

## SECTION III PAYDAYS AND TIMEKEEPING POLICY

1. **Pay Periods.** Little Wonders Learning Center operates on a bi-monthly pay schedule:

- a. 1st through the 15th of the month: Paychecks will be issued on the 20th.
- b. 16th through the last day of the month: Paychecks will be issued on the 5th of the following month.
- c. If a payday falls on a weekend or a holiday, paychecks will be made available on the preceding Friday. Paychecks may be picked up after 3:00 p.m. on payday from the designated location.

3.02 **Timekeeping Responsibilities.** All employees are responsible for accurately clocking in and out for each shift. This is a strict requirement, as it ensures compliance with labor regulations and accurate payroll processing.

- a. **Clock-In Times.** Employees may not clock in more than 5 minutes prior to their scheduled shift unless approved by the Director or due to classroom ratio needs.
- b. **Productivity Expectation.** Employees must clock out if they are not actively working for Little Wonders Learning Center. This includes periods when child-to-caregiver ratios are low and the employee's presence is not required.

3.03 **Missed or Incorrect Clock-Ins.** Employees who miss a clock-in or experience a timekeeping error must notify the office immediately to correct the discrepancy. Any delays in reporting may result in inaccurate pay, which Little Wonders Learning Center will not be responsible for until the issue is reported.

3.04 **Disciplinary Action.** Repeated failure to clock in or out, or a pattern of missed clock-ins, may result in disciplinary action, up to and including termination of employment.

## SECTION IV MISCELLANEOUS

4.01 **Breaks.** Full-time employees may be scheduled to work up to 8 hours per weekday. For those working a full-time shift, a 1-hour unpaid break will be provided daily. Break times must be scheduled and approved by the Director.

4.02 **Reimbursements.** Little Wonders Learning Center does not reimburse employees for any purchases made on behalf of the company unless explicitly authorized by the Director in writing prior to the purchase. Unauthorized purchases will not be reimbursed under any circumstances.

4.03 **Personal Hygiene and Dress Code.** Employees are required to maintain a well-groomed, professional appearance that reflects positively on Little Wonders Learning Center. Personal hygiene must be maintained at all times, including regular bathing and keeping hair neat and clean (e.g., in a ponytail, bun, or styled neatly if worn down).

4.04 **Dress Code Requirements.** Employees must adhere to the following dress code:

- a. Professional attire is required during work hours.
- b. Prohibited Items:
  1. Yoga pants/leggings (unless paired with a blouse that covers the hips)
  2. Blouses that expose the midriff, cleavage, or shoulders
  3. Clothing with offensive or inappropriate graphics
  4. Shorts, skirts, or dresses that do not adhere to the fingertip rule
  5. Pajamas, biker shorts, spandex, or costumes (unless part of a school event)
  6. Unclean, sheer, ripped, or excessively baggy or form-fitting clothing
  7. Flip-flops or slippers
- c. Additional Requirements:
  1. Socks are required when working in rooms where shoes are not permitted.
  2. Excessive jewelry or nose rings are not permitted.
  3. Only natural-looking makeup is allowed.

4.05 **Administrator Dress Code.** Administrators must wear business casual attire, including dark-colored jeans, slacks, dresses, skirts, or well-kept blouses. The same restrictions as outlined above apply to administrators.

4.06 **Noncompliance.** Employees who arrive out of compliance with the dress code will be sent home and must return in proper attire. Repeat violations may result in disciplinary action, including termination.

4.07 **Visitors, Phone Calls, and Non-Work-Related Texting.** Visitors, personal phone calls, and non-work-related texting are strictly prohibited during work hours. Any violation may result in disciplinary action.

4.08 **Cell Phone and Computer Use.** Personal cell phones may only be used during emergencies and must never be used while supervising or transporting children. Cell phones may be used to contact parents regarding an ill child or to provide updates on a child's day.

a. **Music Use.** Music may only be played from personal devices during nap/quiet times or designated music times.

b. **Lesson Planning.** During nap times, employees may use cell phones or tablets for lesson planning only after all sanitizing and cleaning tasks are completed.

c. **Computer Use.** All computers, including personal devices, may only be used for Little Wonders Learning Center purposes during work hours and prep time. Any exception to this rule must be approved by the Director.

d. **Disciplinary Action.** Failure to comply with the cell phone or computer use policies will result in the following:

1. First offense: Verbal warning
2. Second offense: Written warning
3. Further violations: Termination of employment

4.09 **Social Media Policy.** Employees are prohibited from posting any content, including pictures or comments, that could negatively reflect on Little Wonders Learning Center. Posting pictures or videos of enrolled children on personal social media is strictly prohibited. Employees are encouraged to share content from the official Little Wonders Learning Center Facebook and Instagram pages.

a. Disciplinary Action: Violations of this policy will result in:

1. First offense: Verbal warning
2. Second offense: Written warning
3. Further violations: Termination

4.10 **Good Housekeeping.** Maintaining a clean and professional environment is critical to the reputation of Little Wonders Learning Center. Employees are responsible for keeping their assigned areas, including classrooms, restrooms, and play areas, clean and organized. Strict adherence to sanitizing

procedures is mandatory. Employees should pick up trash and keep all areas, both inside and outside the facility, clean and tidy at all times.

4.11 **Kitchen Access.** Employees who are not designated kitchen staff must stay out of the kitchen area unless expressly permitted by the Kitchen Manager. Unauthorized access to the kitchen may result in disciplinary action.

4.12 **Breastfeeding Policy for Employees.** Little Wonders Learning Center supports breastfeeding employees by providing flexible breaks to accommodate breastfeeding or milk expression. Time for breastfeeding or pumping should not exceed the normal break or lunch period allotted to other employees. If additional time is needed, employees may use annual leave or make up the time by coming in earlier or staying later. This must be pre-approved by the Director.

## **SECTION V BENEFITS**

At Little Wonders Learning Center, we value the hard work and dedication of our team members. To recognize and reward your commitment, we offer the following benefits:

### 5.01 **Paid Days Off (PTO).**

a. **Eligibility.** Employees who have completed one year of full-time service (30+ hours per week) from their hire date are eligible for 5 paid time off (PTO) days and paid holidays (days when the center is closed for holidays).

b. **Usage.**

1. **PTO Request.** To ensure approval and timely processing, PTO requests must be submitted at least 2 weeks in advance of the planned time off.

2. **PTO Deadline.** PTO must be used within 2 weeks prior to your final physical workday. Any unused PTO beyond this timeframe will be forfeited.

c. **Carryover.** PTO does not roll over into the following year. Any unused PTO at the end of the year will be lost.

### 2. **Years of Employment Bonus.**

a. **Annual Bonus.** Employees will receive a bonus of \$50 for each year of employment, payable on the employee's annual "Date of Hire." For example:

1. 3 years of service = \$150 bonus

b. **Discretionary Bonus.** Little Wonders reserves the right to modify or discontinue this bonus program at its discretion.

### **3. Insurance.**

a. **Eligibility.** Full-time employees (30+ hours per week) are eligible for health, dental, and vision insurance after 60 days of continuous full-time employment. Comprehensive details regarding insurance coverage will be provided on your hire date.

5.04 **Discounted Childcare.** Full-time employees are eligible for a 25% discount on regular childcare rates at Little Wonders.

5.05 **Meal Policy:** Employees are encouraged to join the children for meals during work hours. Meals provided are free of charge to employees.

5.06 **Benefits Review:** Little Wonders reserves the right to modify, add, or discontinue benefits at its discretion. Any changes will be communicated to employees in a timely manner.

At Little Wonders Learning Center, we are committed to continuous improvement and believe that investing in our team is key to our growth and success. We appreciate your dedication and look forward to achieving great things together.

## **SECTION VI CONDUCT STANDARDS & DISCIPLINE**

At Little Wonders Learning Center, all employees are expected to uphold the highest standards of conduct and professionalism. The following behaviors are prohibited and may result in disciplinary action, up to and including termination, if they do not align with state regulations or negatively impact the center's environment, children, or employees:

### **6.01 Prohibited Conduct.**

a. **Smoking.** Smoking is strictly prohibited on the premises, including the building, playground, parking lot, and surrounding areas.

b. **Negligence.** Negative interactions with children, other employees, management, or parents. Gossip or any behavior that disrupts a harmonious work environment.

c. **Dishonesty.** Providing false information or withholding relevant facts during the hiring process. Any form of dishonesty or falsification while employed at Little Wonders.



d. **Stealing.** Unauthorized removal or personal use of company property, including equipment, supplies, and food.

e. **Alcohol and Controlled Substances.** Reporting to work under the influence of alcohol or controlled substances. Possessing or consuming alcohol or illicit drugs during work hours or on the premises. Random drug testing will be conducted. Refusal to submit to a drug/alcohol screen will be treated as a voluntary resignation.

6.02 **Disciplinary Action.** Actions deemed severe or harmful to the center's operations or reputation may result in immediate termination.

6.03 **Progressive Discipline.** Lesser infractions may be addressed through a progressive discipline process, which may include verbal warnings, written warnings, and suspension prior to termination.

Little Wonders Learning Center is committed to maintaining a positive and professional environment. Adherence to these conduct standards is essential to ensure a safe and respectful workplace for all employees and the children we serve.

## **SECTION VII**

### **CORRECTIVE AND DISCIPLINARY PROCEDURES**

At Little Wonders Learning Center, maintaining a high standard of conduct and performance is crucial. Employees are expected to adhere to work-center rules and display acceptable behavior. Violations, unacceptable conduct, misconduct, child neglect, or poor performance may result in disciplinary action, up to and including termination. The following procedures outline the steps for addressing such issues:

#### **1. Informal Counseling.**

a. **Initial Discussion.** If an issue arises, the employee will be informed of the standards and expectations. This informal counseling serves as a reminder of the conduct required. Discussions will be documented in the employee's Procure file and sent to Human Resources (HR) for record-keeping.

b. **Verbal Warning.** A verbal warning will be issued if the issue persists after informal counseling. The employee will be informed of the specific issue, why it is important to adhere to company policy, and the potential for further action if the behavior continues. The verbal warning, along with any notes and action items, will be documented and sent to HR to be added to Procure.

c. **Written Warning.** A written warning will be issued if there is no improvement after a verbal warning. This warning will detail the problem, suggested solutions or retraining, and potential next steps if no improvement is made within three months. Before issuing the written

warning, the employee will be invited to a meeting to discuss the infraction and provide a response. The written warning will be documented, with HR or an administrative authority present, and added to the employee's Procure file.

d. **Decision Day.** If the infraction occurs again within three months of the written warning, the employee will be invited to a meeting to discuss the situation and provide a response. The employee will be sent home without pay for the remainder of the shift. This suspension will not exceed 24 hours. The purpose of the Decision Day (D-Day) is to give the employee a chance to decide if they wish to continue employment. If they choose to remain, they must return with a written improvement plan outlining how they will address the issues. D-Day will last for six months. The employee will be informed that any further infractions during this period may lead to termination. HR will be present, and all documentation will be sent to HR and uploaded to Procure.

e. **Termination.** If, after following the above procedures, the employee commits another infraction, they will be terminated immediately.

2. **Review.** HR has the authority to review all terminations.

3. **Special Considerations.** For cases of dishonesty, safety violations, or being under the influence, informal counseling or verbal warnings are not required. Such cases will proceed directly to D-Day or termination.

4. **Employment Relationship.** This policy does not alter the "at-will" employment relationship, which allows either the employee or Little Wonders to terminate employment at any time for any reason not prohibited by law, regardless of the application of these procedures.

## **SECTION VIII EMPLOYEE PRIVACY & OTHER CONFIDENTIAL INFORMATION**

1. **Personal Information.** Little Wonders collects personal information about employees that is relevant to their employment. Access to this information is restricted to individuals with a business-related need-to-know. Human Resources must authorize the release of information for employment verification or to meet legitimate investigatory or legal requirements, with employee consent as necessary.

2. **Account and Customer Information.** Employees are prohibited from distributing any child's or parent's information to anyone, in any form, except to the named account holder or customer. In the event of termination or resignation, employees must immediately return any and all customer and company information in their possession. Failure to return such

information will constitute irreparable harm and Little Wonders reserves the right to pursue any legal remedies available to enforce this obligation.

3. **Grievances.** Employees are encouraged to bring concerns, problems, and grievances to management's attention. Additionally, employees are obligated to report any wrongdoing they become aware of to management. If employees are uncomfortable approaching their Director, they may contact Human Resources at [hr@littlewonders.com](mailto:hr@littlewonders.com).

4. **Communication.** Communication between staff members should remain professional. For private matters, employees should contact their Director or Human Resources at [hr@littlewonders.com](mailto:hr@littlewonders.com). All media inquiries related to Little Wonders Learning Center must be directed to Human Resources. This includes all forms of media responses, including off-the-record and anonymous statements.

5. **Conflict of Interest.** Employees must avoid any interest, influence, or relationship that might conflict or appear to conflict with the best interests of Little Wonders Learning Center. Employees should avoid situations where their loyalty may be divided and must promptly disclose any actual or potential conflicts of interest.

6. **Anti-Discrimination & Harassment.** Americans with Disabilities Act: Little Wonders Learning Center will not discriminate against qualified individuals with disabilities. We are committed to complying with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Employees with disabilities who require accommodations should contact their manager to discuss reasonable accommodations that enable them to perform their job functions.

7. **Equal Opportunity Policy.** We provide equal opportunity in all 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, or local laws. This policy covers all aspects of the employment relationship.

8. **Harassment and Discrimination.** Little Wonders Learning Center is committed to maintaining a work environment free from discrimination and harassment. This policy applies to all phases of employment, including recruitment, testing, hiring, promotion, and other employment practices. We do not tolerate any form of harassment, including offensive jokes, slurs, or any conduct that creates an intimidating or hostile work environment.

9. **Sexual Harassment.** Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature.

10. **Complaint Procedure and Investigation.** Employees who wish to report incidents of harassment or discrimination should promptly inform their Director. If the Director is unavailable or if contacting them is inappropriate, employees may reach out to Human Resources at

hr@littlewonders.com. Little Wonders Learning Center will conduct a prompt and confidential investigation. Employees who report concerns in good faith will not face retaliation, and employees are expected to cooperate with investigations. Any individual found to have engaged in wrongful behavior will face appropriate disciplinary action, which may include termination.

11. **Compliance.** All employees must adhere to the rules outlined by the Utah Bureau of Licensing and Little Wonders Learning Center as detailed in the Training binder and Employee Handbook. Little Wonders reserves the right to discipline or terminate any employee for violations of company policies, practices, or conduct rules. The nature and extent of any disciplinary action will be determined at the discretion of Little Wonders based on the specifics of each case.

12. **Non-Solicitation Agreement.** Upon termination of employment or resignation, employees agree not to solicit, directly or indirectly, any clients, customers, or business partners of Little Wonders Learning Center for the purpose of offering or providing similar services or products. This non-solicitation obligation applies to any client or customer of Little Wonders Learning Center with whom the employee had direct or indirect contact during their employment. Additionally, employees must not solicit or encourage other employees to leave Little Wonders Learning Center or to join or work for any competing business. This includes, but is not limited to, any activities that could result in a loss of employees or business opportunities for Little Wonders Learning Center. The non-solicitation obligations set forth in this section are designed to protect the interests of Little Wonders Learning Center and its business operations. Any violation of this agreement will be considered a serious breach and may result in legal action to enforce these provisions and seek remedies available under the law.

13. **Acknowledgement of Receipt and Understanding.** I acknowledge receipt of the Little Wonders Learning Center Employee Handbook and confirm that I have read and understand its contents. I recognize that this Handbook outlines the current policies and benefits of Little Wonders Learning Center, and it does not constitute a contract of employment. The Company reserves the right to modify these policies and benefits at its discretion. I understand that my employment is "at-will," which means I may terminate my employment at any time, with or without cause or notice, and that the Company holds the same right. I also understand that any change to my "at-will" status must be documented in writing and signed by the President of the Company. I acknowledge that all information encountered during my employment is proprietary to Little Wonders Learning Center. I agree to maintain the confidentiality of this information, using it solely for the performance of my duties and not disclosing it to any outside person or entity. I understand that failure to comply with the provisions outlined in the Handbook may result in disciplinary action, up to and including termination of employment.

a. Please indicate your acknowledgment by checking the boxes below:

1.  I have read and understand the Cell Phone Use Policy.
2.  I have read and understand the Attendance Policy.
3.  I have read and understand the Social Media Policy.
4.  I have read and understand the Personal Hygiene and Dress Code Policy.

## SECTION IX

### GENERAL PROVISIONS

1. **Attorney Fees.** In the event of any legal proceeding arising from or relating to the enforcement of this Handbook, the prevailing party in such legal proceedings shall be entitled to recover reasonable attorneys' fees and costs from the non-prevailing party.

2. **Modification.** This Handbook may only be amended, modified, or repealed in writing, with the written consent of Little Wonders Learning Center. Any changes will be communicated to employees in a timely manner.

3. **Entire Agreement.** This Handbook represents the entire agreement between Little Wonders Learning Center and its employees concerning employment policies and benefits. It supersedes all prior agreements, discussions, or understandings related to employment. The Handbook is a binding document reflecting the complete and final agreement between the parties.

4. **Acknowledgement of additional facts and no reliance.** Employees acknowledge that they may discover new facts or information that differ from their current understanding. However, this Handbook remains effective regardless of any such new facts. Employees confirm that their acceptance of the Handbook is based solely on their own judgment and understanding, without reliance on any representations made by the Company or its representatives.

5. **Counterparts.** This Handbook may be signed in multiple counterparts, including electronic or facsimile copies, each of which shall be considered an original. Photocopies or other signed copies of this Handbook will have the same legal effect as the original.

6. **Construction.** This Handbook is the result of negotiations between Little Wonders Learning Center and its employees. It shall be considered a joint product of the parties, and any rule of construction that might interpret documents against the drafter shall not apply.

7. **Survival.** If any provision of this Handbook is found to be in violation of any law or regulation, the remaining provisions will remain in effect. The Handbook's terms and conditions shall survive any invalidation of its provisions.

8. **Review by Counsel.** Employees are encouraged to review this Handbook with legal counsel before signing. By signing, employees confirm they either had the opportunity to review the Handbook with their own legal counsel or voluntarily chose to waive this right.

9. **Governing law and choice of forum.** This Handbook is governed by the laws of the State of Utah. Any disputes arising from this Handbook shall be resolved in the District Court of the First Judicial District of the State of Utah, in Cache County.

10. **Default.** If an employee fails to comply with any provision of this Handbook, the Company may seek enforcement through legal action. The Company will be entitled to recover costs, including attorneys' fees, associated with enforcing the Handbook's provisions.

11. **Binding upon successors and assigns.** This Handbook shall be binding upon and inure to the benefit of the Company and its employees, as well as their respective heirs, successors, and assigns.

12. **Section headings.** Headings used in this Handbook are for convenience only and do not define, limit, or describe the scope or intent of any section.

13. **Enforcement & Signature Not Required.** By accepting employment with Little Wonders Learning Center and receiving my first paycheck, the employee hereby accepts the terms outlined in the Handbook and agrees to be bound by and abide by these terms.

---

Employee Signature:

---

Employee Printed Name:

---

Date:

---

Employee Phone Number: