



**WHIZ KID**  
**LEARNING CENTER**

# PERSONNEL POLICY AND PROCEDURES

**PLEASE READ EVERY CLAUSE PROPERLY AND THOROUGHLY AS IT IS VERY IMPORTANT AND PERTAINS TO YOUR EMPLOYMENT.**

**SECTION 1: GENERAL INFORMATION**

**Owner: Maliha Ebrahim**

**Director: Vicki Lyons**

**Assistant Director:**

MISSION:

Whiz Kids Learning Center is working towards empowering the minds of children. For our future leaders to meet today's challenges, we must strive to equip them with the knowledge and implementation of Christian values and academic excellence.

PURPOSE AND SCOPE:

The purpose of this staff manual is to set forth the personnel policies of Whiz Kids Learning Center. These policies and procedures may be modified, amended or eliminated by Maliha Ebrahim. Any such changes will be in writing.

THIS MANUAL IS NOT INTENDED TO BE, NOR IS IT TO BE CONSTRUED AS AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT FOR ANY LENGTH OF TIME.

Any alterations and/or variances from these policies and procedures set forth herein shall be placed in writing and signed by the owner.

## **SECTION 2: EMPLOYMENT**

### **1. EQUAL EMPLOYMENT OPPORTUNITIES**

- a. We believe in equal employment opportunities for all employees and prospective employees without regard to race, color, sex, age, national origin or handicap in accordance with applicable law. It is the policy of Whiz Kids Learning Center to make all employment decisions and to take all personnel actions (including promotions, termination and other terms and conditions of employment) in accordance with the principle of equal employment opportunity and without regard to one's race, color, sex, age, national origin, handicap or protected status.

### **2. AMERICANS WITH DISABILITIES ACT**

- a. Whiz Kids Learning Center is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.
- b. Consistent with this policy of nondiscrimination, Whiz Kid Learning Center will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Whiz Kid Learning Center aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on Whiz Kid Learning Center.

### **3. ANTI-HARASSMENT ACT**

- a. WKLC wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be WKLC'S policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship,

veteran status, marital status, genetic information, pregnancy or any other basis protected by state, federal or local laws.

- b. WKLC expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is **SERIOUS OFFENSIVE CONDUCT** directed towards an individual because of his/her gender and is **UNWELCOME** by the individual. Sexual harassment **DOES NOT** refer to casual conversation or compliments of a socially acceptable nature.
- c. Federal law defines sexual harassment as **UNWANTED SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS OR VISUAL, VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:**
  - i. SUBMISSION TO SUCH CONDUCT IS MADE A TERM OR CONDITION OF EMPLOYMENT OR
  - ii. SUBMISSION TO OR REJECTION OF SUCH CONDUCT IS USED AS BASIS OF EMPLOYMENT DECISIONS, OR
  - iii. SUCH CONDUCT INTERFERES WITH AN INDIVIDUAL'S WORK PERFORMANCE, OR
  - iv. CONDUCT CREATES AND INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.
- d. The following list provides some examples of conduct that ***could be viewed as sexual harassment***. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.
  - i. Sex oriented verbal "kidding", "teasing" or "jokes"
  - ii. Foul or obscene language or gestures
  - iii. Physical contact such as patting, pinching or brushing against another's body
  - iv. Pressuring someone to go on a date
  - v. Comments about an individual's sexual activity, deficiencies or prowess
  - vi. Displaying sexually suggestive objects, pictures or cartoons
  - vii. Unwelcome leering, whistling, body gestures, suggestive or insulting comments

- viii. Inquiries into one's sexual experience and discussion of one's sexual activities.
- e. Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of Whiz Kids Learning Center's policy against harassment.
- f. Whiz Kids Learning Center encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment **BEFORE** it becomes severe or pervasive.

#### **4. ETHICS POLICY**

- a. Whiz Kids Learning Center intends to be and exemplary model of a Christian Institution. As such, Whiz Kids Learning Center expects its employees to display Christian character, good manners and professionalism. Below are some guidelines to follow:
  - i. **Teachers will manifest by precept and example the highest Christian virtue and personal decorum. Staff should serve as a role model both in and out of school to students, parents and fellow faculty members in judgment, respect and Christian living.**
  - ii. **Teachers are always expected to exhibit exemplary conduct. Not only should their lives be in accordance with Christian teachings at school, but also at home and wherever else they may go.**
  - iii. **At no time should a teacher engage in any controversial activity that might become a concern to students, parents or others in the Christian community.**
  - iv. **Back biting, slandering, spreading rumors or using foul language will result in disciplinary action, including dismissal of employees. The following breeches in the code of conduct may lead to disciplinary actions, depending on the severity of the offense.**
    - 1. **YELLING AT COWORKERS, STUDENTS OR COMMUNITY MEMBERS**
    - 2. **REGULAR TARDINESS**
    - 3. **DRESSING OUT OF DRESS CODE**

4. BACK BITING AND SLANDER
5. FAILING TO HONOR CODES OF CONFIDENTIALITY
6. LEAVING OFFICE OR CLASSROOM WINDOWS OPEN, FAUCETS OR LIGHTS ON, AND GENERAL NEGLIGENCE OF RESOURCES OF WKLC.
7. USING THE PROPERTY/EQUIPMENT OF WKLC FOR PERSONAL USE WITHOUT AUTHORIZATION.
8. LEAVING DESKS OR WORK AREAS (INCLUDING SCHOOL VEHICLES) UNKEMPT, UNCLEAN OR UNORGANIZED
9. ABUSING PRIVILEGES GIVEN BY WKLC
  - a. PHONE
  - b. INTERNET
  - c. KITCHEN FACILITIES
10. MISSING MANDATORY STAFF OR OTHER WORK-RELATED MEETINGS
11. DISCUSSING PERSONAL, INAPPROPRIATE MATERIAL WITH STUDENTS OR INTERACTING WITH STUDENTS IN WAYS THAT ARE OUT OF THE BOUNDS OF A STUDENT-TEACHER RELATIONSHIP AND CHRISTIAN STANDARDS.
12. ANY ACTION OR INACTION THAT COMPROMISES THE PHYSICAL SECURITY OF WKLC.
13. LEAVING WORK AREA OR CLASSES UNATTENDED, OR GENERAL NEGLIGENCE OF WORK DUTIES.
14. LEAVING THEIR OWN CHILDREN (OR THOSE THEY ARE RESPONSIBLE FOR UNATTENDED).
15. DISOBEYING THE DIRECT ORDER OF SUPERVISORS WILL RESULT IN DISCIPLINARY ACTION OR TERMINATION.
16. Discussing your pay with another employee will result in your suspension immediately and your pay for two days will be confiscated. It will be awarded to the party who was questioned about his/her pay.

## 5. CATEGORIES OF EMPLOYMENT

- a. There are only full-time and part-time positions available at WKLC.

## 6. SECONDARY EMPLOYMENT

- a. Employees of WKLC can have multiple sources of employment however, the employee must make sure that their outside employment does not interfere with their schedule at WKLC.

## **7. RESPONSIBILITIES**

- a. Upon hire, employees will be given a copy of their Job Description as it pertains to their position. Employee Job Descriptions are subject to change depending on teacher and student attendance.

## **SECTION 3: SCHEDULES AND COMPENSATION**

**STAFF MEMBERS ARE EXPECTED OT BE ON TIME. IN THE EVENT OF LATE ARRIBAL OR ABSENCE, STAFF SHOULD CONTACT THE DIRECTOR OR ASSISTANT DIRECTOR OR FRONT OFFICE STAFF IMMEDIATELY. STAFF MEMBERS SHOULD NOT ASK A CO-WORKER TO RELAY THIS INFORMATION TO THE INDIVIDUALS MENTIONED ABOVE. FAILURE TO DO SO WILL RESULT IN A DOCK IN PAY, A WRITTEN REPRIMAND AND/OR POSSIBLE TERMINATION.**

### **1. WORK SCHEDULES**

- a. Employees will work a set schedule Monday-Friday between the hours of 6:00 a.m. through 6:00 p.m.
- b. WKLC reserves the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.
- c. Your supervisor will inform you of you expected work schedule and when/if amendments are needed.

### **2. RECORDKEEPING/PAY PERIODS**

- a. All employees are required to sign in and out upon entering and leaving the building during each shift at the sign-in kiosk. In the event the kiosk is down, employees are required to sign in and out on the clipboard placed at the front desk.
- b. Failure to sign in and out could affect your timecard in which could alter your paycheck. Once payroll has been entered, it cannot be

reversed. Any money owed on a previous check will not be fixed until the next pay period.

- c. Timesheets are approved the Monday of pay week. All teachers must review their timesheet and sign it.
- d. Pay periods are BI-WEEKLY and paychecks are deposited on Fridays.

### **3. BREAKS**

- a. Restroom breaks will be given at a routine time or when needed. Teachers are to call the front office to ask for a restroom break. If co-teachers are in a ONE TEACHER RATIO, the he/she may go to the restroom without calling the front office.
- b. Part-time Teachers will all be given one 15-minute break throughout the day. Full-time teachers are allotted a period of one hour (Unpaid) for a lunch break. A 30 minute break can be taken by a full time worker in lieu of the one hour unpaid.

### **4. WAGE AGREEMENTS**

- a. I understand and agree that my pay rate for the final pay period of my employment will be [\$7.25] unless I satisfy the following three conditions:
  - i. Give at least two weeks advance written notice of resignation to the company if I leave voluntarily
  - ii. Return all company property that has been issued to me the day of my final day of work
  - iii. No later than the final day of work, give my supervisor any keys, passwords or other means of access control to enable the company to access its property including computer files that I used while employed.
  - iv. If I satisfy all three of these conditions, the pay rat for the final pay period will be my usual pay rate.

## **SECTION 4: ATTENDANCE AND PUNCTUALITY**

### **1. ABSENCE AND LEAVE**

- a. The following scenarios are deemed as an excused absence or leave:
  - i. Funeral Leave





1. All employees should refer to the school calendar for holiday schedules.
2. Only full-time employees in employment for more than 6 months are compensated for holidays
3. No leave is allowed before or after holidays.
4. You will be paid for inclement weather days if you have been employed for at least 6 months. You are expected to complete 2 training certifications.

**vii. Leave Without Pay**

1. Leave without pay may be granted at the discretion of the Director, upon submission of a written request at least 7 days prior to the requested leave.

**2. PUNCTUALITY**

- a. Staff members are expected to arrive on time for every class, duty, assignment, meeting etc....
- b. For proper operation of the school, all staff members are to arrive and depart during his or her designated hours. Failure to do so will result in a poor performance evaluation and may lead to termination.
- c. If an employee is running late, they are responsible for contacting a member of management IMMEDIATELY. When reporting a tardy, please include why you are late and what time you are anticipating on coming in to work.

**3. ABSENCES**

- a. When calling in absent, please call the opening supervisor NO LATER than 6:00 a.m. as this allows you supervisors to plan and staff accordingly.
- b. If you are supposed to arrive at 6:00 a.m., please contact your supervisor no later than 5:30 a.m.
- c. Please avoid texting your supervisor to inform them of an absence or tardy please call instead.

- d. If you are absent without notice, you will be considered as having abandoned your job. At that time, WKLC will process your work separation as a voluntary resignation on your part.
- e. Employees should not exceed five absences per calendar year which includes excused and unexcused absences. Employees that exceed five days will be subject to termination.

#### **4. TARDINESS**

- a. Employees are expected to show up on time for their initial arrival and coming back from lunch breaks.
- b. If an employee leaves after their scheduled lunch break, he/she will still be required to return at their scheduled return time.
- c. If an employee is running late to work, he/she must contact their supervisor and text the owner, a MINIMUM of 15 minutes prior to their scheduled arrival time.
- d. Employees should not exceed five tardy arrivals per calendar year. Employees that exceed five tardy arrivals will be terminated due to “unavailability to work”

#### **5. CONSEQUENCES FOR UNEXCUSED ABSENCES AND TARDINESS:**

- a. 1<sup>st</sup> Offense: Verbal Warning/Review of policy
- b. 2<sup>nd</sup> Offense: Written Warning/Loss of holiday pay
- c. 3<sup>rd</sup> Offense: 2<sup>nd</sup> Written Warning/Suspension w/o pay
- d. 4<sup>th</sup> Offense: Recommendation for Termination

### **SECTION 5: EMPLOYEE CONDUCT AND ETHICS**

#### **1. CELL PHONE USE**

- a. **PHONE USAGE/INTERNET ACTIVITY OF ANY KIND IS PROHIBITED WHILE YOU ARE CLOCKED IN TO WORK. EARPIECES ARE ALSO PROHIBITED**

#### **2. IPAD CONDUCT**

- a. Teachers can use the iPad for the following:
  - i. Contacting parents via Brightwheel
  - ii. Playing child appropriate songs for students
  - iii. Researching crafts or room décor ideas

- b. If a teacher is caught surfing the web, using social media or viewing inappropriate material on the iPad, he/she will receive consequences accordingly.

### **3. PERSONAL APPEARANCE (DRESS CODE)**

- a. For the safety of the students and staff, staff is required to follow the dress code accordingly.
- b. All employees are expected to dress in a way that is modest and dignified.
- c. All employees are required to wear blue scrub tops and bottoms Monday through Thursday.
- d. Fridays are considered Casual Friday. Casual Friday dress should be modest and appropriate.
- e. All employees should be neat, clean and professional in appearance. Clothes should be wrinkle free, loose and opaque.
- f. All dresses, skirts and shorts should not be shorter than three inches above the knee.
- g. No low-cut blouses or shirts that resemble a halter top or tank top. No clothing should be worn that contains profanity or obscene gestures.
- h. Sweatpants, Cargo Pants or other clothes of this type are prohibited.
- i. Clothes should completely cover an employee's body.
- j. Staff members are prohibited from wearing the following:
  - i. **DANGLING EARRINGS OR HOOPS**
  - ii. **NOSE, TONGUE AND LIP RINGS**
  - iii. **BRACELETS**
  - iv. **RINGS (WITH THE EXCEPTION OF WEDDING OR ENGAGEMENT)**
  - v. **LONG OR HOOKED NAILS WITH RHINESTONES**
  - vi. **LONG OR BEADED NECKLACES**
- k. Staff member's hair should be neatly groomed and non-controversial. Hair should be of a natural color. No bandanas allowed.
- l. Excessive makeup should not be worn
- m. Tattoos must not be visible.
- n. Personal hygiene must be practiced daily.
  - 1. Brushing teeth

2. Washing hands
3. Wearing Deodorant

**4. SMOKING POLICY**

- a. WKLC is a NO SMOKING FACILITY. If an employee does smoke, he/she must make sure that their uniform does not smell of cigarette smoke.
- b. No employee is to engage in the smoking of recreational drugs of any sort.

**5. COPY MACHINE USE**

- a. Employees can use the copy machine in the Assistant Director's office.
- b. Employees are not allowed to use the copy machine for personal use.
- c. Employees must be mindful of how many copies they are making when using the copy machine.

**6. STAFF PARKING**

- a. Employees that open in the morning are required to use the parking row furthest away from the door.
- b. If Employees come in later and there are no more free staff parking spots, he/she may use the front row but must use the end spots.

**SECTION 6: PREPARATION**

**1. LESSON PLANS AND DAILY SCHEDULES**

- a. Teachers are to provide a detailed schedule and lesson plan weekly. Schedules and lesson plans are due every Friday before the end of the day.

**2. PLANNING PERIODS**

- a. Teachers we will be allotted a certain amount of time to do planning.
- b. Teachers should use their nap time to do their planning time.
- c. Teacher should not write their lesson plans while children are up. Teachers should be engaging with their students during this time.
- d. Teachers should work a little each day to complete their lesson plans for the following week.

**3. SUPPLIES**

- a. Teachers should gather all their supplies for the following week prior to the lesson. Teachers should pick one day out of the week to gather their supplies to be prepared for the following week.

#### **4. SUBSTITUTE FOLDER**

- a. If a teacher is going to be out for the day, the teacher should always have a substitute folder prepared. The substitute needs to have a copy of the daily schedule, curriculum and instructions in the folder. The substitute folder should have a designated spot in the living room.

#### **5. SCHEDULE**

- a. Teachers should always be following their schedules. Teachers should only be either five minutes ahead or five minutes behind schedule.
- b. Failure to stay on top of their schedule will result in a write up.

#### **6. LESSON APPROVALS**

- a. Any outside projects must be approved by management before executing the projects.

#### **7. ATTENDANCE**

- a. Teachers should take roll first thing every morning on the name-to-face sheets.
- b. Name-to-face counts should be taken during the following times:
  - i. Beginning of class
  - ii. Transitioning outside
  - iii. Transitioning from outside
  - iv. Shift changes

### **SECTION 7: CLASSROOM ENVIRONMENT**

#### **1. BULLETIN BOARDS**

- a. Bulletin boards should be changed Seasonally, totaling 4 times a year.
- b. There should be a bulletin board that strictly showcases the art of the students.

c. Bulletin boards should be brightly colored and eye-catching!

## **2. CLEANLINESS**

- a. Teachers should complete their daily cleaning checklists in its entirety.
- b. Naptime cleaning lists and closing cleaning lists should be completed and turned in at the end of each day.
- c. Closets should always remain clean and organized.
- d. Weekly unannounced audits will be conducted.

## **SECTION 8: TRANSITIONS**

### **1. HALLWAY TRANSITIONS**

- a. When students are in the hallway, students should either be silent, or the teacher should be guiding them in a sing along.
- b. Older students should be in a single file line with their hands behind their backs.

### **2. RESTROOM TRANSITIONS**

- a. When using the restrooms, students should be sitting crisscross applesauce.
- b. Teachers should be engaging with children at this time by either having small discussions or singing a song. Because the restrooms are so close to the front office, front office personnel must be able to talk to anyone who may call; at that time, noise needs to be at a minimum.

## **SECTION 9: SUPERVISION**

### **1. SUPERVISION OF STUDENTS**

- a. Parents have entrusted their children to us. We must ensure that every child is always safe and supervised. Upon accepting supervisory responsibility for a classroom or a group of students, a name-to-face sheet as well as a new name-to-face count should be taken.

- b. All teachers must report to their designated area at the time given on the schedule. Leaving students unsupervised will likely result in unruly behavior that will only make teachers jobs more difficult and will jeopardize their wellbeing.
- c. At no time are students to be left unattended in a classroom or on the playground. Staff leaving students unattended opens everyone at the school to unnecessary charges of neglect that could lead to serious legal problems.

## **2. PERSONAL INTERACTION WITH STUDENTS/CONFLICT OF INTEREST**

- a. Staff members should refrain from discussion of personal life with children or their parents. Staff should never ask a child information to gain knowledge of personal nature of parents.
- b. Staff members should never arrange meetings with students and or parents outside of school hours
- c. Staff members are prohibited from babysitting students on personal time.

## **3. POSITIVE INTERACTION WITH STUDENTS**

- a. It is imperative that the teacher interacts with children in the classroom and should not just sit in the chair unless there is a disability or illness.
- b. Give new students and their parents a warm welcome. Pay special attention to your new children and introduce them to the class.
- c. Assure the parent that you will help their child with adjustments.

## **4. ACCIDENTS OR INCIDENTS**

- a. An accident or incident report should be completed in the event of an injury or illness.
- b. Reports should be filled out in a timely manner. Reports should be accurate with timing.
- c. Teachers are to notify the director as soon as the incident occurs
- d. The child's parents should be notified immediately.
- e. Teachers should follow the "One up/One down" rule.



- i. If one teacher is standing and walking around the room, it is then okay for another teacher to be sitting and working with a group of students.

## **SECTION 10: VISITORS:**

### **1. PARENTAL VISITORS**

- a. WKLC welcomes parental visits. Class visits are limited to three learning periods. Parents are to report to the office and obtain a visitor pass before proceeding to the classroom. No parent can enter the classroom without a visitor pass. Siblings are not to accompany parents during class visits.
- b. At no time is a visitor allowed to take their child from the room without proper protocol.
- c. Parents must first come to the front to return their badge and inform the front that they are taking their child for the day.
- d. Parents must then sign their children out and then can proceed to gather their children.

### **2. TOURS**

- a. Tours are given for potential families during the day. You will not know when you have a tour, so it is always best to be prepared for a tour.
- b. Tours are a families first impression of our school. It is imperative that we leave a great first impression!

## **SECTION 11: DISCIPLINE**

### **1. CLASSROOM DISCIPLINE**

- a. Upon hire, teachers are given a copy of “20 Tips for Effective Classroom Discipline”.
- b. Teachers should attempt all means of behavioral correction before referring students to the administration.

- c. Inform administration of a possible discipline problem to find solutions for the case
- d. If referrals are necessary, the following steps must be taken:
  - i. Verbal Warning
  - ii. Time out (1 min per age year)
  - iii. Write Incident report and inform parents and front office personnel
- e. Before calling a parent, please let the front office know. We all want to be on the same page when parents have questions or concerns about their child's behavior.
- f. Class rules should be posted in the classroom and should be reviewed daily during circle time.
- g. Class rules should be simple and clear for students to understand.
  - i. **Respect your friends and teachers**
  - ii. **Keep your hands to yourself**
  - iii. **Raise your hand before speaking**
  - iv. **Walking feet**
  - v. **Come ready to learn**
- h. Teachers are to keep a discipline log on all students. When a student is displaying unacceptable behavior, teachers are required to write it down in the log. DOCUMENTATION IS KEY!

## **SECTION 12: TEACHER IN SERVICE DAYS**

All teachers are required to attend the following teacher in service days:

- Back to school night
- End of the year conference
- Last week of July
- Staff meetings

Teacher in service days will be on a pay scale of \$7.25 per hour during the in-service day.

## **SECTION 13: HANDWASHING**

All staff and students should be washing their hands during these following times:

- **BEFORE/AFTER EATING**
- **AFTER USING THE RESTROOM**
- **AFTER CHANGING DIAPERS**
- **AFTER CLEANING**
- **AFTER RECESS**
- **AFTER PLAYING IN SAND AND WATER TABLES**

#### **SECTION 14: EMERGENCY SAFETY**

WKLC will hold monthly safety drills including

- Fire
- Storm
- Stranger danger
- Evacuation

#### **SECTION 15: FIELD TRIPS**

WKLC Students will participate in field trips during spring and summer breaks. Teachers will need to go through field trip training before conducting field trips. Name-to-face sheets will have to be filled out at the following times:

- Lining up at the bus
- Getting into the bus
- Getting out of the bus
- Lining up at the destination
- Going into the destination
- Lining up to leave the destination
- Getting into the bus
- Getting out of the bus
- Lining up to go back into school

Teachers must also take first aid kits and student emergency information on field trips as well.

## **SECTION 16: BROKEN ITEMS**

Teachers:

You are responsible for the children when you are outside. You must keep a watchful eye on all children and the things they are doing. A lot of time and money has gone into fixing up the center and it is our responsibility as employees and workers to keep things up.

This is a notification of responsibility. If or when something is broken it must be reported immediately. If it is found to be the fault of a teacher for not watching the students, then you will be required to pay for the repair. If it was the negligence of the child/student, then the parents pay.

## **SECTION 17: EMPLOYEE PROBATION AGREEMENT**

Each new employee at Whiz Kid Learning Center shall begin their employment on a 6 month probationary basis. During this period new hire employees are NOT eligible for any employee benefits until the expiration of the probationary period. If employee placed on probation due to disciplinary action during this period the probationary period starts over from the new probation period.

Each employee shall receive a job description and appropriate job training. Some of the circumstances which may prematurely terminate this probation period and result in termination of employment and /or result in a call for employee review are listed as follows:

- Lack of ability or refusal to perform the duties for which employee was hired.
- Lack of ability or refusal to exercise good and reasonable judgment in the care of children.
- Excessive tardiness and/or absenteeism.
- Insubordination.
- The use of verbal or physical abuse against a child.

- Failure to pass a background check.

## **SECTION 18: NON SOLICITATION AND NON COMPETE AGREEMENT**

Whiz Kid Learning Center invests significant time, money and resources in screening, educating and training employees. Employees have access to confidential business information and proprietary method that are the sole and exclusive property of Whiz Kid Learning Center. This specifically prohibits employees from solicitation of daycare opportunities or acting as nannies for Whiz Kid Learning Center clients for a period of five years after leaving the employment of Whiz Kid Learning Center.

While employees may provide occasional babysitting services during non-business hours, employees are specifically forbidden from:

- Open home daycares
- Accepting nanny positions from current clients of Whiz Kid Learning Center or parents who have been clients of Whiz Kid Learning during their employment.
- Soliciting Whiz Kid Learning Center clients for any other daycare provider.

Since such acts could have a damaging impact on Whiz Kid Learning Center, employees who violate this policy will face disciplinary action, up to and including termination. In addition, former employees who violate their agreements are financially responsible for any losses Whiz Kid Learning Center may incur.

## **SECTION 19: STAFF INCLEMENT WEATHER POLICY**

This is to notify you that in the event Whiz Kid Learning Center must close for bad weather, the employees who have been with the facility for more than 6 months will be paid for upto two days annually

## **SECTION 20: DISCIPLINARY ACTION REVIEW**

We strive to provide disciplinary action to be positive and corrective in nature, whenever possible. The severity of the discipline administered shall be no greater than necessary to achieve the desired result.

Types of disciplinary action:

**Oral Reprimand:** An oral discussion with the employee during which the supervisor, program coordinator, or director notifies him/her of the nature of the violation, the corrective action necessary, and the consequences of future violation, and obtains the employee's commitment to corrective action. An oral reprimand is to be documented.

**Written Reprimand:** A written reprimand is written notification to the employee concerning unacceptable performance or conduct, the corrective action necessary, the consequences of failure to bring about corrective action. This is usually the second step for a minor violation.

**Suspension:** Suspension is a written notice given by the program Coordinator/Director to the employee suspending him/her for up to three days per infraction without pay. This is usually the third step involving a minor infraction, the second step for a more serious offense, and the first step for an even more serious offense.

**Sent Home without Pay:** A supervisor has the ability to send an employee home immediately without pay for the remaining shift due to inappropriate actions.

**Termination:** Termination is taken by the Program Coordinator/Director with board approval to terminate an employee's employment with the facility. A recommendation for termination is usually the fourth step involving offenses of a minor nature, the third or second step in more serious offenses, and the first step in flagrant violations.

## **SECTION 21: OVERTIME**

We do not pay overtime, in lieu of overtime you can request time off if we are fully staffed. Or you can get paid 1099 in form of a bonus check if you want.



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I, ----- certify that I have read, understand, and agree to comply with the clauses listed below. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by WKLC will result in disciplinary action up to and including termination. Please initial each one of them below.

- 1.General information
- 2.Employment
- 3.Schedules and Compensation
- 4.Attendance and Punctuality
- 5.Employee Conduct and Ethics
- 6.Preparation
- 7.Class Environment
- 8.Transitions
- 9.Supervisions
- 10.Visitors
- 11.Discipline
- 12.Teacher in Service Day
- 13.Handwashing
- 14.Emergency Safety
- 15.Field Trips
- 16.Broken Items
- 17.Probation Agreement
- 18.Non Solicitation and Non Compete Agreement
- 19.Staff Inclement Weather Policy
- 20.Disciplinary Action Review
21. Overtime

Please read and initial each statement below:

- ----- I understand that to enter upon the facility I must be free from COVID-19 symptoms. If, during the course of the day, any of the following symptoms appear, I must immediately notify a member of the management team.

Symptoms include,

- Fever of 100.4 degrees Fahrenheit or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. You will need to be symptom free for 72 hours before returning to the facility.

- ----- I understand that I have to take my temperature when I enter the building.
- ----- I understand that I must wear a mask at all times while in the facility.
- ----- I understand that the facility has adopted cleaning procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
- ----- I will wash my hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
- ----- I will immediately notify WKLC Admin if I become aware of any person with whom I have had contact exhibits any of the symptoms

listed above, is advised to self-isolate, quarantine, or had tested positive, or is presumed positive for COVID-19.

- ----- I understand that while working in the facility each day I will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100 % of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, ----- certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by WKLC will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

-----

Employee signature and date

At **Whiz Kid Learning Center**, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it, certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for **Whiz Kid Learning Center**

## **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with **Whiz Kid Learning Center**, as well as any other form of electronic communication.

The same principles and guidelines found in **Whiz Kid Learning Center** policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects our student body, their families, suppliers, people who work on behalf of **Whiz Kid Learning Center** or **Whiz Kid Learning Center's** legitimate business interests may result in disciplinary action up to and including termination.

## **Know and follow the rules**

Carefully read these guidelines and the **Whiz Kid Learning Center** handbook and policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

## **Be respectful**

Always be fair and courteous to fellow employees, student body, their families, suppliers, and people who work on behalf of **Whiz Kid Learning Center** or **Whiz Kid Learning Center's**

legitimate business interests. Also keep in mind, you are more likely to resolve work-related complaints by speaking directly with your co-workers or by speaking with your supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage the student body, their families, suppliers, people who work on behalf of Whiz Kid Learning Center or Whiz Kid Learning Center's legitimate business interests, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

## **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Whiz Kid Learning Center, fellow employees, the student body, their families, suppliers, people who work on behalf of Whiz Kid Learning Center or Whiz Kid Learning Center's legitimate business interests or competitors.

## **Post only appropriate and respectful content**

Maintain the confidentiality of Whiz Kid Learning Center trade secrets and private or confidential information. Trade secrets may include information regarding curriculum, enrollment policies and procedures, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Respect student body and family private information. It is illegal to disclose any information about any of our current or former students or their families. This information is protected not only with regards to non-employees of Whiz Kid Learning Center, but also employees of Whiz Kid Learning Center that do not have a need to know the information.

Do not create a link from your blog, website, or other social networking site to a Whiz Kid Learning Center website without identifying yourself as a Whiz Kid Learning Center employee. Express only your personal opinions. Never represent yourself as a spokesperson for Whiz Kid Learning Center. If Whiz Kid Learning Center is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Whiz Kid Learning Center, fellow employees, the student body, their families, suppliers or people working on behalf of Whiz Kid Learning Center. If you do publish a blog or post online related to the work you do or subjects associated with Whiz Kid Learning Center, make it clear that you are not speaking on behalf of Whiz Kid Learning Center. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Whiz Kid Learning Center."

## **Using social media at work**

Refrain from using social media while on work time or equipment we provide. Your work time must be 100% devoted to supervising the children in our school. Supervision cannot be maintained while you are utilizing social media. Do not use **Whiz Kid Learning Center** email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **Retaliation is prohibited**

**Whiz Kid Learning Center** prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including termination.

## **Media contacts**

Employees should not speak to the media on **Whiz Kid Learning Center** behalf. All media inquiries should be directed to **MALIHA EBRAHIM (OWNER)**.

By signing this form, I \_\_\_\_\_ acknowledge that I understand the rules of engagement as it pertains to Social Media as an employee of Whiz Kid learning Center.

I \_\_\_\_\_ also acknowledge that if any of the mentioned social media policies are broken, I will be subject to written reprimands or even termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



Receipt of Handbook Signature Page

I \_\_\_\_\_ have received a copy of the Whiz Kid Learning Center Personnel Handbook.

I \_\_\_\_\_ fully understand the contents of the Whiz Kid Learning Center Personnel Handbook and I fully understand what is expected of me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Director/Asst. Director Signature

\_\_\_\_\_  
Date

To whom it may concern:

I am aware that my payroll will only be processed if I have submitted the following:

1. Policies and Procedures
2. Job Description and Duties
3. Affidavit
4. W4
5. CPR
6. Direct Deposit

Signature: \_\_\_\_\_

Date: -----



Holidays and Closings For the  
2020-2021 school year

1. Labor Day - 9/7/2020
2. Thanksgiving Eve -  $\frac{1}{2}$  Day - 11/25/2020
3. Thanksgiving & Day after - 11/26-11/27/2020
4. Day before Christmas Eve -  $\frac{1}{2}$  Day 12/23/2020
5. Christmas Eve and Christmas - 12/24-12/25/2020
6. New Year's Eve -  $\frac{1}{2}$  Day - 12/31/2020
7. New Year's Day - 1/1/2021
8. Martin Luther King Day - 1/18/2021
9. President's Day - 2/15/2021
10. Good Friday - 4/2/2021
11. Staff Development - 4/5/2021
12. Memorial Day -5/31/2021
13. Independence Day - 7/2/2021
14. Staff Development -7/5/2021
15. Labor Day 9/06/2021
16. Columbus Day - 10/11/2021
17. Thanksgiving Eve  $\frac{1}{2}$  day 11/24/2021
18. Thanksgiving Day & day After 11/25/2021 & 11/26/2021
19. Christmas eve and Christmas Day 12/24/2021

\*\* Staff Development Days Please complete 2 courses

In the event that there are additional closings or early closings; the parents/guardians will be notified in writing at least (2) weeks in advance. Early closings will always be 6AM to 1PM.

