



**SUNRISE SMART START EARLY
LEARNING CENTER, LLC
AND
SUNRISE DAYCARE & LEARNING
CENTER, INC
STAFF HANDBOOK/POLICIES AND
PROCEDURES**

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Sunrise Smart Start Early Learning Center, LLC

Staff Handbook

Psychological aspect of being a caregiver.

The primary goal of Sunrise Smart Start Early Learning Center is to provide the best care possible for young children. This means providing an environment which is positive, nurturing and stimulating. The only way this goal can be achieved is through caregivers who are themselves positive nurturing and stimulating.

Caregivers are expected to be focused on their jobs and involved with the children; always stimulating, challenging and encouraging children to be the best they can be. Patience, a positive attitude and a sense of humor should be part of every caregiver's makeup. These qualities help caregivers deal effectively, not only with children, but with parents and co-workers as well.

Physical aspects of caregiving.

Every caregiver must have on file a physical exam form signed by a physician stating that the caregiver has the physical capability to perform the duties required. These duties may include but are not limited to lifting and carrying children. Going up and down stairs, walking, running bending, stooping and lifting moderately heavy play equipment. A new physical exam form must be completed every two (2) years.

Every caregiver must be free from communicable tuberculosis. A TB test is required at the time an employee is hired and every 3 years thereafter.

Criminal Investigations

Sunrise Smart Start Early Learning Center screens all employees as to their suitability to work with young children. The Center's screening policy includes, but is not limited to the following:

- Screening by the Michigan Family Independence Agency to ensure that those who come in to contact with children are not on the Central Registry for substantiated abuse and neglect.
- Screening by the Michigan State Police to ensure that no one with a felony conviction comes into contact with children.
- A check of previous employment records and references.
- A statement signed by the employee at the time of hiring testifying to his or her awareness that child abuse and neglect are against the law and that all caregivers are mandated by law to report all instances of suspected abuse and neglect.
- A statement signed by the employee at the time of hiring testifying that he or she has no prior criminal convictions nor any convictions for the abuse and/or neglect of children or adults.

SECTION 1: THE WORKPLACE

Conditions of Employment – At Will Employment

In consideration of employment, you agree to conform to the rules and regulations of Sunrise Smart Start Early Learning Center, understanding your employment and compensation can be terminated, **with or without cause of notice**, at the option of either the Center or

yourself at any time. Nothing in this Manual alters the conditions of at- will-employment set forth in this provision.

Equal Employment Opportunity Policy

It is the policy of Sunrise Smart Start Early Learning Center to employ and compensate employees on the basis of individual merit and contribution to the organization without discrimination due to age, sex, race, color, religion, national origin, weight, or sexual orientation, marital status, political persuasion, handicap or veteran status. Sunrise Smart Start Early Learning Center expects all applicants and employees to meet the minimum requirements for all positions.

Employees who believe that have been discriminated against in violation of this policy should seek recourse through the Center's Director.

Company Policy Against Sexual Harassment

At Sunrise Smart Start Early Learning Center all employees have the right to an environment free of unlawful discrimination including freedom from sexual harassment. The Center will not tolerate or condone conduct of this nature.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual advances or requests for sexual acts or favors.

- Misuse of managerial or supervisory authority or influence over another person's career or job benefits in exchange for sexual favors.
- Conduct or communication of a sexual nature, including physical contacts, gestures, or remarks that are demeaning, degrading, abusive or otherwise inappropriate

to the employment relationship, thus creating a hostile or offensive work environment.

If you experience such conduct by anyone – a supervisor, coworkers, or visitor – you should report such conduct to the Director. All information shall be kept confidential.

Professional Conduct

The Center depends on its employees to protect and maintain its image and goodwill in the community.

The Center recognizes that this image will be governed by the perceptions of our clients, past, present and potential. Therefore, Sunrise Smart Start Early Learning Center expects all employees to conduct themselves in a professional manner when dealing with clients and co-workers alike.

The Center will not tolerate remarks or behavior that are threatening, intimidating, inappropriate, discriminatory, coercive, insubordinate or otherwise disruptive to business operations. Such behavior will result in termination of employment.

The Center expects professional personal conduct from its employees while on the job. Good judgment should always be used. The following behaviors are considered to be contrary to Center policies and are cause for dismissal:

- Unsatisfactory work performance
- Dishonesty or theft
- Misconduct or insubordination; refusal to following instructions related to the performance of your job
- Use of alcohol during working hours, reporting to work under the influence of alcohol, non-prescription drugs, or illegal drugs
- Possession, use, distribution or sale of illegal or illicit drugs
- Obtaining employment or leaves of absence based on false or misleading information
- Falsifying Center documents including employment applications
- Excessive absences or tardiness
- Possession of firearms or illegal weapons of any kind in the building or on the premises
- Engaging in active employment while on a leave of absence

• Illegal or criminal acts		
• Smoking on Center premises		
• Willful or habitual violation of	fire or	health

safety, regulations		
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- Harassment or discriminatory conduct based on sex, race, color, religion, age, national origin, weight, sexual orientation marital status, political persuasion, handicap or veteran status.
- Physical, mental or emotional abuse or mistreatment of a child
- Damage or destruction of Center property caused by willful acts, negligence or carelessness
- Fighting, disorderly conduct or the use of abusive language toward any parent, visitor or employee of the Center
- Distribution of literature or printed material of any kind on Center premises during working hours
- Violation of Center rules, regulations, policies or other conduct which causes the Center to lose confidence in an employee's ability to adequately perform his or her job and/or represent the Center in the performance of his or her job.

Drug-Free Workplace

As responsible individuals, we are obliged to provide for our own physical, mental, and emotional well-being. As an employee of Sunrise Smart Start Early Learning Center, you are expected to support the Center's efforts to deal with substance abuse in the workplace.

Sunrise Smart Start Early Learning Center adheres to and expects all employees to abide by the following practices:

- You are encouraged to help identify suspected drug use within the Center by reporting such activity to the Director or to the appropriate law enforcement agencies.
- Possession, use, distribution or sale of illegal drugs, medically unauthorized drugs, or controlled substances,

inhalants, or unauthorized alcohol on Center premises is prohibited and constitutes grounds for termination.

- Any employee under the influence of alcohol or other illegal drugs that impair judgment, performance or behavior while on the job is subject to termination.
- Any employee who smells of marijuana or alcohol is subject to dismissal.

Professional Development Requirements

Childcare staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.

Before caring for children, all childcare staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head

trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Before unsupervised contact with children, all childcare staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

1. Administration of medication. Prevention of and response to emergencies due to food and allergic reactions. Building and physical premises safety. Emergency preparedness and response planning. Handling and storage of hazardous materials and

appropriate disposal of biocontaminants. Precautions in transporting children, if applicable. Child development. All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Childcare center administrative rules.

Safety

It is the responsibility of every employee to report hazardous conditions and/or potential safety problems to the Director.

IF you are injured on the job, you should report the injury immediately to the Director who will complete the necessary documentation and notify the appropriate parties.

Smoke-Free Environment

By order of the State of Michigan, smoking is not permitted in the Center or on the premises. This policy applies equally to employees, parents and visitors alike.

Telephone Service

Because of the demands on the Center's telephone service, it is not possible to allow the use of Center phones for personal calls. Center phones may be used in cases of emergency.

Employees should ensure cell phones are properly charged overnight before arriving to work to cut down on the use of electrical outlets to charge cells phones.

Employees are responsible for keeping cellphones out of reach of children. Sunrise Smart Start Early Learning Center is not responsible for damage or theft of cell phones.

Dress Code

Sunrise Smart Start Early Learning Center is a professional workplace and appropriate dress is required.

- Dress and skirt lengths can be not shorter than 4 inches above mid-knee

- Shorts are permitted during summer months but cannot be shorter in length than 4 inches above mid-knee
- Halter tops and bare midriff tops are not permitted
- Shoes must always be worn during outdoor/water play
- Employees may wear black slippers or house shoes with a semi-hard sole for comfort.
- All slacks or pants must cover the entire derriere
- No see-through clothing is permitted
- No excessive cleavage or plunging V-neck tops are permitted
- Teachers must wear blue aprons provided during working hours to protect clothing and so that visitors and parents can easily identify staff members.

SECTION 2: EMPLOYMENT INFORMATION

[Employment Classifications](#)

Regardless of your specific position, it is important for you to know your classification of employment in order to understand fully your employee benefits status and eligibility. The following are definitions of types of employment at Sunrise Smart Start Early Learning Center:

- **Full-time Regular** – An employee hired on a work schedule of 40 hours or more per week on a continuing basis

- **Part-Time Regular** – An employee hired on a work schedule of less than 40 hours per week on a continuing basis
- **Substitute** – An employee hired to work on an intermittent basis regardless of the hours worked per week

Changing Status

If your employment classification changes, it may affect your eligibility for benefits. Only full-time regular employees are eligible for paid holidays, sick days and personal business days.

Probationary Period

All new employees, upon being hired, are subject to a ninety (90) day probationary period. During this time new employees will be observed and assessed as to their suitability to work with young children, work habits, motivation, initiative, team work and attendance. Probationary employees are not eligible to utilize benefits of any kind, however, sick time and vacation time will begin to accrue from the first day of employment.

Attendance Policy

Individual work schedules are assigned by the director and may be adjusted or changed at any time, at the discretion of the Director, to ensure appropriate coverage for the safety and well-being of the children in care.

As a Sunrise Day Care employee, you are required to work the hours assigned to you. You are required to be in your assigned area, ready to work at your assigned time. Regular attendance is a condition of employment. Excessive absences and/or tardiness will be subject to disciplinary action up to and including termination.

Absences

Scheduled Absence: A schedule absence is an absence approved by the director in advance. Employees may use available paid time off to cover scheduled absences. If all available paid time off has been used, compensation will not be given for the scheduled absence.

Unscheduled Absence: An unscheduled absence is an absence that is unforeseen and not pre-approved. In the event of an unplanned absence, you must contact the Director no later than one-half (1/2) hour before your normal starting time. If a call is not received by the Director no later than one-half (1/2) hour before our normal start time, you **will not** be paid for the unscheduled absence regardless of whether you have paid time off benefits available to you.

A call later than one (1) hour after your scheduled start time will be considered a no call/no show occurrence (See Occurrences of No Call/No Show).

All unscheduled absences will be counted for the purpose of determining disciplinary action.

Each of the following is an example of an unscheduled absence.

- Arriving 10 minutes or more **after** your scheduled start time with no call to the Director. This includes any employee not in their assigned area, ready to work at their assigned time. Excessive tardiness will be subject to disciplinary action.
- Returning late/tardy to work without permission, following an approved mid-shift absence, such as a lunch break

- A scheduled workday missed. This includes calling in sick or calling in absent.
- A mid-shift absence without permission
- Failure to complete a scheduled work shift, such as leaving early without advance permission

Occurrences of Absence

Each scheduled workday missed will be considered a single occurrence of absence. Consecutively scheduled workdays missed will be considered a single occurrence, provided you meet the requirements for proof of reason for the unscheduled absence. If proof of reason is not provided, the Director may count each consecutive day s as a single separate occurrence.

Examples:

- One (1) scheduled workday missed equals one (1) occurrence of unscheduled absence
- Two (2) non-consecutively scheduled workdays missed equals two (2) occurrences of unscheduled absence.
- Consecutively scheduled work days missed equal one (1) occurrence of unscheduled absence, provided you meet the requirement for proof of reason for the unscheduled absence. If proof is not provided, the Director may count each consecutive day as a single, separate occurrence.

If an absence extends beyond one day, daily notification is required unless arrangements have been made with the Director. Failure to provide daily notification will be considered an occurrence of no call /no show and will result in disciplinary action up to and including termination. (See occurrences of No Call/No Show.)

Proof of Reason for Unscheduled Absence

An employee absent from work; for three or more consecutively scheduled workdays is **required** to supply satisfactory proof of a health condition or other extenuating circumstance. Failure to provide such proof will result in each consecutive day of absence counting as a single, separate occurrence of absence for the purpose of determining disciplinary action. If satisfactory proof is not provided, you will **not be** paid for your absence regardless of whether you have paid time off benefits available to you.

Tardiness

There is no excuse for chronic tardiness. An employee's pay will be docked for all tardiness. Five (5) occurrences of tardiness within a three

(3) month period will be cause for disciplinary action up to and including termination of employment.

Procedures for Occurrences of Tardiness – Late Call In

- If it appears you will be unable to begin work at your scheduled start time, you are required to call the Director prior to your scheduled start time.
- A late call of less than one (1) hour after your scheduled start time will be treated as an unscheduled absence for the purpose of determining disciplinary action.
- A late call of more than one (1) hour after your scheduled start time will be treated as an occurrence of no call/no show for the purpose of determining disciplinary action. (see Occurrences of No Call/No Show.)

Occurrences of No Call/No Show

An employee who does not report to work as scheduled and fails to inform the Director of the intended absence or tardiness within (1) hour of his or her scheduled start time will be charged with a no call/no Show occurrence.

- One (1) no call/no show occurrence will be considered a major infraction and will be subject to disciplinary action.
- Two (2) occurrences of no call/No show within a three (3) month period will result in termination of employment.

An employee who does not report to work as scheduled and does not inform the Director of he intended absence will be charged with a no call/no show occurrence for the purpose of disciplinary action.

If an employee is absent for two (2) consecutively scheduled workdays without notifying the Director, it will be considered job

abandonment. Job abandonment will be regarded as a voluntary resignation.

Absenteeism and Tardiness – Causes for Disciplinary Action

- For full-time employees, any of the following will result in disciplinary action:
 - Three (3) occurrences of unscheduled absence within a three (3) month period
 - Five (5) occurrences of unscheduled absence within a six (6) month period
- For part-time employees, any of the following will result in disciplinary action:
 - Two (2) occurrences of unscheduled absence within a three (3) month period
 - An employee who requests specific time off which has not been granted and fails to report to work as scheduled will be subject to termination.
 - Employees will also be subject to disciplinary action for patterned absence. For example, unscheduled absences that are consistently in conjunction with scheduled days off, holidays, weekends, paydays, Mondays, etc.

Lunch Periods

A lunch period of one (1) hour is provided all employees a working at least eight (8) hours in any given day. The scheduling of lunches is coordinated by the Director to ensure appropriate classroom coverage for the safety and well-being of the children in our care. The lunch hour is considered as an unpaid hour.

Performance Appraisals

After completing six (6) months of employment, an employee will have his or her first performance appraisal. Performance appraisals will be done yearly after that. At each performance appraisal, employee's record for the past year will be reviewed in areas such as interaction with children. Classroom performance, motivation, cooperation and team work, parent relations, and attendance. employees will be graded on their performance. Areas where improvement is needed will be discussed and goals for the coming year will be established. Each employee will receive a written copy of his or her performance appraisal.

Employment Verification

It is the policy of Sunrise Smart Start Early Learning Center to release and/or verify information on current or past employees only if the request is accompanied by a signed release form. The form must authorize Sunrise Smart Start Early Learning Center to provide the employment information to the requesting party. The Center will verify information pertaining as to dates of employment, job title, and salary information.

Updating Personal Information

Changes in personal information such as a new address, telephone number, or a change in marital status or number of dependents should

be reported to the Director as soon as possible after the change occurs. This information is necessary for emergency situations and employment verification. A current address is essential so that you receive timely mailings, such your W-2 tax forms and other important notifications. It is also crucial that a current phone number be on file for emergency situations.

SECTION 4: COMPENSATION PRACTICES

Wages are established to compensate you for your contribution to the Center. Compensation shall be consistent with our financial ability and shall be competitive for our industry and our geographic locale. Sunrise Smart Start Early Learning Center's compensation schedule is designed to provide equitable pay, or all positions based upon the relative responsibilities, work standards and individual performance for each position. Under this plan, positions are evaluated and classified into job grades based on their job content, working conditions and the experience and education needed to perform the job. Wages are established for job grades subject to periodic re-examination and adjustment when necessary.

Pay Day

Employees are paid every two (2) weeks and normally receive twenty-six (26) paychecks during a full calendar year of employment.

Pay Check

Your bi-weekly paycheck will reflect regular work hours, overtime pay, and hours compensated by vacation, personal or sick time.

Deductions

Federal law requires that Sunrise Smart Start Early Learning Center, withhold income tax and Social Security taxes from your pay. State and city laws require that the Center also withhold state and city taxes. These deductions are itemized on your paycheck stub. Your pay stub will also reflect any other applicable deductions such as, garnishments and Friend of the Court payments.

Holidays

All regular full-time employees are entitled to holiday pay, in order to receive holiday pay, an employee must work his or her regularly scheduled shift the day preceding the holiday.

You must work the day before the holiday in order to receive holiday pay.

We are closed on the following holidays. Our Center holiday schedule is as follows:

New Year's Eve
New Year's Day
Memorial Day
July 4th

Labor Day
Thanksgiving Thursday
Thanksgiving Friday
Christmas Eve/Christmas Day

Personal Days

All employees having completed their ninety (90) day probationary period are eligible to receive three (3) paid personal holidays per calendar year. Newly hired full-time employees will receive pro rata personal holidays based on the following criteria:

Date of Hire

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January 1 — March 31	3 days
April 1 — June 30	2 days
July 1 — September 30	1 day
October 1 — December 31	0 Days

Personal days should be scheduled with the Director at least 72 hours in advance unless they are being used for an unplanned absence due to illness or another emergency. Personal days may be used in full- day or half-day segments. Personal days are granted on a calendar year basis and may not be carried over from year to year.

Upon termination, no payment will be made for unused personal days.

Sick Days

Employees having completed their ninety (90) day probationary period are eligible for maximum annual sick time as follows:

	Normal Work hours per Week	0-4 th Year of Employment	Beginning of 5 th year and thereafter
40 or more hours per week		5 days	6 days
34-39 hours		4 days	5 days
26-33 hours		3 days	4 days
20-25 hours		2 days	3 days

Sick time will accrue from the date of hire. However, an employee will not be eligible to utilize paid sick time until a ninety (90) day probationary period has been completed following the date of hire.

Sick time will be paid at the employee's current rate of pay excluding any premium (overtime) pay.

An employee absent from work for three (3) consecutively scheduled workdays is required to provide satisfactory proof of a health condition. If satisfactory proof is not provided, you will not be paid regardless of whether or not you have paid time off benefits available to you. Disciplinary action will be taken in a case where no satisfactory proof of a health condition exists.

Sick days are granted on a calendar year basis and may not be carried over from year to year.

Upon termination, no payment will be made for unused sick days.

Vacations

All regular full-time employees who have completed their ninety (90) day probationary period are eligible for vacation pay.

The following is an explanation of vacation benefits based on length of service:

<u>Length of Service</u>	<u>Normal WorkHours</u>	<u>Normal Work Hours</u>	<u>Normal Work Hours</u>
	36-40	21-35	15 -20
	hours/week	hours/week	hours/week
6 months < 1 year	2 paid days	1.5 paid	.5 paid days
1 year < 2 years	5	days 2.5	
2 years < 3 years	8	4	2
3 years < 4 years	10	5	2.5
4 years < 5 years	12	6	3
5 years < 6 years	13	6.5	3

6 years < 10 years	15	7.5	3.5
10 years < 15 years	17	8.5	4
15 years < 20 years	20	10	5
20 years < 25 years	21	10.5	5.5
25 + years			

You are credited with the total of your vacation time for the year on the anniversary of your date of hire. At no time may you use more vacation time than the total you are eligible for in that year.

At the end of the year, any unused vacation time is forfeited. Rollover of vacation time from one year to the next and payment for unused vacation time are not permitted.

Upon termination, no payment will be made for unused vacation time.

Scheduling Vacations

Vacation requests are based on seniority. In cases where two employees have the same seniority, whoever makes the request first will be given first consideration. Two employees may not schedule vacations at the same time.

Requests for vacation time are subject to the Director's approval. The Director will communicate preferred vacation scheduling as business needs dictate. You are required to plan vacation time and obtain the Director's approval at least 72 hours in advance unless the vacation time is being used to compensate you for an absence due to the unexpected illness of either yourself or a family member.

Jury Duty

If you are called to serve on a jury, you will be granted the necessary time off without pay. You are expected to return to work promptly upon completion of your jury service. If you do not return to work promptly upon the completion of your jury service, it will be considered an unexcused, unscheduled absence.

SECTION 3: DISCIPLINARY ACTIONS

Disciplinary Actions

When an employee is found to be in violation of company policy as spelled out in this Manual, disciplinary action will be taken by the Director.

The following is an explanation of the disciplinary action procedure:

- **Oral Warning:** The first warning an employee receives will be an oral warning. It requires that the employee correct his or her behavior immediately. A record of the warning will be kept by the Director for three (3) months. If the employee corrects his or her employment infraction, the oral warning will be discarded at the end of the three (3) month period.
- **Written Warning:** If an employee fails to comply with an oral warning, a written warning will be issued. A written warning stays in an employee's file for six (6) months.
- **Termination:** If an employee fails to comply with the oral and written warnings and is found in violation of company policy for a third time, the employee will be terminated immediately.

A childcare center is, by necessity, a caring, nurturing environment; therefore, there are certain infractions which demand an employee's immediate termination without need for oral or written warnings.

The following is a list of infractions which will result in an employee's immediate dismissal:

- Physical, mental or emotional abuse of a child
- Physical or verbal abuse of any member of a child's family or any person or persons a child's parent may send to pick up a child
- Physical or verbal abuse of a co-worker or supervisor
- Possession of alcohol, illegal drugs or firearms
- Illegal or criminal acts

SECTION 5: FAMILY COMMITMENT POLICIES

As part of the benefits package Sunrise Smart Start Early Learning Center provides employees with paid and unpaid time-off allowances including holidays, vacation days personal days and family leaves. Contract employees are subject to the terms and conditions of their contracts with regard to the benefits package.

[Family and Medical Leaves](#)

All employees who have performed at least 1250 hours of service within the past twelve (12) calendar months and who have at least twelve (12) months of cumulative employment are eligible to request an unpaid leave as mandated by the Federal Family Medical Leave Act of 1992 (FMLA). All requests are subject to the final approval of the Director.

You may request a family leave of absence for one or more of the following reasons as provided for in the Federal Family Medical Leave Act.

- Your Own Illness - If you become medically disabled and, as a result, are unable to work, you may request a FMLA due to your own serious health condition. You will be required to provide written documentation from your treating health care provider.
- A Family Member's Illness — You may request a FMLA due to a serious health condition of your spouse, your child or your parent. You will be required to provide written documentation from their treating health care provider.
- Birth/Adoption — You may request a FMLA due to an expected birth, adoption or foster care placement of a child. Such a leave may be taken within twelve (12) months after the birth or placement.

As soon as you know an absence in excess of three (3) days will occur, you must submit a Family Medical Leave Request to the Director. Any absence extending more than three (3) working days must be documented with a doctor's statement verifying your illness or that of your family member. The statement must include the diagnosis, prognosis and expected recovery period. If you are unable to submit the form, you are responsible for selecting a representative to speak for you. Your representative will be responsible for contacting the Director and asking that a request be submitted on your behalf.

When your medical disability ceases, you are required to notify the Center immediately of your availability and intent to return to work. If you do not return when available, you will be presumed to have

resigned. At the time of your return to work, you must provide a written statement from your doctor authorizing your return and documenting any restrictions and the duration of those restrictions.

Any absence in excess of five (5) days where no request for a FMLA leave is submitted will be considered an unapproved absence from work and/or job abandonment.

You may request up to a total of twelve (12) weeks of unpaid leave.

Approved leaves of absence will be unpaid. However, you may be paid during the leave of absence by using vacation or personal time. Receiving payment through accrued vacation or personal days for any portion of the leave does not affect the duration of the leave. All leaves are subject to a maximum of twelve (12) weeks, paid or unpaid.

Whenever possible, you should request a FMLA at least thirty (30) days in advance by submitting to the Director a Leave of Absence Request in writing and providing the written physician documentation (if applicable).

If you wish to extend your initial request for FMLA, you must contact the Director prior to the expiration of the leave. Failure to do so will be considered a voluntary resignation.

When you return to work on or before the expiration date of your approved FMLA, you will resume your former position within the Center. If you do not return at the end of your approved leave, the Center shall assume you have resigned.

SECTION 6: PROCEDURE FOR TERMINATION OF EMPLOYMENT

The following checklist is intended as an aid in completing necessary tasks in the termination process:

- Letter of Resignation - A letter of resignation, including the reason for termination and the last date of employment must be submitted to the Director. As is customary, the Center requests that you provide at least two (2) weeks' notice.
- Change of Address — If you are moving from your present address at the time of termination or anytime during the calendar year following your termination, you must notify the Director of your new address. A current address is necessary so that the Center may send your W-2 tax forms at the beginning of the new year.
- Company Property - All Center property such as keys, supplies and books should be returned to the Director on or before the last day of employment.
- Benefits — Benefits cease on the date of termination.

- Final Paychecks - Final paychecks will be mailed to your current address on the next regularly scheduled pay day.

Classroom Management

Head Teachers are responsible for the general appearance and successful operation of their classrooms. They must make sure equipment is in a safe and sound condition; that classrooms are neat, colorful and inviting to young children; that equipment and supplies are cared for properly, and that classroom activities are stimulating and developmentally appropriate.

They are responsible for weekly lesson plans that satisfy program requirements as well as parent newsletters, student progress reports

and parent conferences, if, and when necessary. Head Teachers are also responsible for supervising classroom aides and volunteers and involving them in the teaching process.

Teacher's Aides are responsible for assisting the Head Teacher in maintaining a classroom that is a safe, nurturing, educational environment. When the Head Teacher is absent from the classroom, the Aide becomes responsible for the proper operation of the room.

Teacher's Aides are also responsible for the care and storage of children's blankets and extra clothing. These items should be labeled and stored in a place that is accessible to other caregivers and to parents. Blankets must be sent home regularly for laundering.

Children shall be taught by caregivers to use equipment and supplies in a safe and proper manner. Broken equipment should be reported to the Director immediately so that repair or replacement can be affected.

Leaving Children Unattended

Caregivers must never ever leave children unattended. If you must leave a classroom for any reason, you must make sure that another adult is present before you leave the room. All classrooms have two adults per room, so there is always extra help available. Leaving children unattended is cause for dismissal.

Discipline Policy

Caregivers are prohibited from hitting, shaking, biting, pinching or inflicting any form of corporal punishment. Caregivers are also forbidden to restrict a child's movements by tying, binding, or confining the child in an enclosed area such as a closet. Mental and emotional cruelty, such as humiliating, shaming, or frightening a child

is also forbidden. Sarcasm, ridicule, and any other form of verbal abuse will not be tolerated. Lastly, no child is to be deprived of meals, snacks, rest or necessary toilet use as a punishment. Only non-severe discipline or restraint, which is reasonably necessary, based on a child's development, to prevent a child from harming himself or other persons or property, may be used. Caregivers found to be violating this policy will be subject to immediate dismissal.

Parent Staff Relationships

Every parent, as well as every child should be met warmly, with a smile and a friendly greeting upon entering the building. All contact between caregivers and parents must be maintained in a professional manner. Respect shall always be shown to all parents.

No caregiver is to become involved in a confrontational situation with a parent. A caregiver encountering a problem with a parent must refer that parent to the Director.

No caregiver is ever allowed to discuss a child with the parent of another child nor are they allowed to discuss one parent with another parent. This is unethical, unprofessional and completely inappropriate.

Dress Code

Sunrise Smart Start Early Learning Center is a professional workplace and appropriate dress is required.

- Dress and skirt lengths can be no shorter than 4 inches above mid-knee.
- Shorts are permitted during summer months but can be no shorter in length than 4 inches above mid-knee.
- Halter tops and bare midriff tops are not permitted.

The Program

Sunrise Smart Start Early Learning Center provides a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all the following areas:

- Physical development, including large and small muscles
 - Social development, including communication skills
 - Emotional development, including positive self-concept
 - Intellectual development
-
- The Center permits parents to visit the program for the purpose of observing their children at all times.
 - Children in attendance for 5 or more continuous hours per day shall be provided with daily outdoor play, unless prevented by inclement weather.
 - Children under school age in attendance for 5 or more continuous hours a day shall be provided with an opportunity to rest.
 - Opportunities to rest shall be provided for children less than 3 years of age regardless of the number of hours in care.
 - Children under 12 months of age shall be permitted to eat and sleep on demand.

Release of a Child

Children are to be released only to parents or to those persons authorized by the parent and listed on the Child Information Card. When a designated adult, who has never before been to the Center,

arrives to pick up a child, the caregiver must ask for a photo I.D. and check the I.D. with the names listed on the Child Information Card.

Occasionally a parent elects to send someone who is not listed on the Child Information Card. When this situation occurs, the caregiver shall not release the child until the parent has been contacted and the name and a physical description of the person picking up the child is confirmed. The caregiver must check a photo I.D. to confirm that the child is being released to the appropriate person.

If a parent or designated adult arrives to pick up a child and appears to be incapacitated due to suspected drug or alcohol use, a caregiver cannot by law refuse to release a child but should notify the police that an impaired driver is in the area and the Center is concerned for the safety of the child.

Abuse Reports

Caregivers are required by law to report any instances of suspected or actual abuse. Caregivers do not have to prove that actual abuse exists. They must report only their observations and relevant factual data to the Center Director. The Director will then contact the Protective Services Unit of the Michigan Family Independence Agency.

Accident Reports

The Director must always be notified of any accident or injury. In case of accident or injury to a child either in the classroom or on the playground, the Head Teacher will stay with the child while the Teacher's Aide seeks the appropriate help.

First aid supplies are kept in the Center office and in the kitchen. The 911 emergency number is posted on the office phone if it is

determined by the Head Teacher and the Director that Emergency Medical Services are required.

An accident report will be written by the Head Teacher and placed in the child's file. Children's files are kept in the office. This report will include the time, date, and place of injury as well as a brief description of the injury sustained.

Parents will be notified at the time of injury and will be provided with a copy of the written accident report.

Sanitation Procedures

- Only washable toys are to be used with infants and toddlers.
- Hard-surfaced toys used by children under 36 months are to be cleaned weekly and sanitized using a bleach-water solution. Toys should air dry. Stuffed toys should be washed weekly.
- Whenever possible, a toy that is mouthed by a child should be cleaned with a bleach-water solution before other children handle it.
- Tables are to be sanitized before and after meals with a bleach-water solution. Chairs should be wiped down daily.
- Cots are to be wiped down daily with a bleach-water solution.
- Sheets and blankets are to be sent home every 2 weeks to be laundered
- Large equipment, such as furniture, toy shelves and blocks should be thoroughly scrubbed twice a year. ●

Dishes must be washed with hot water and liquid detergent and rinsed with a bleach-water solution.

- Caregivers are to wear rubber gloves when dealing with blood, urine or feces.

Toileting Procedures

Children will be allowed to use the bathroom when needed and will always be accompanied by an adult. Caregivers should encourage children to do as much as possible for themselves in the bathroom but must be available to help if needed. All children and adults must wash their hands with soap and water after using the bathroom.

Accidents are common at this age. No child shall be shamed or disciplined for an "accident". Additional clothing will be available in case of an accident. Caregivers will help children change if necessary. Caregivers will wear plastic gloves when cleaning a child after an accident. Soiled clothing will be put in a plastic bag and given to the parent to be laundered.

Diapering Procedures

Diapers must be changed when wet or soiled. Diapers and supplies must be stored in a location easily accessible to caregivers and out of the reach of children. Diapering will take place in

in the designated diapering area. A washable mat covered with single-use paper must be underneath the child. A caregiver will wear rubber gloves when diapering a child. The soiled diaper will be removed and placed in a plastic bag inside a garbage can with a fitted lid. The caregiver will thoroughly wash the child with warm water and soap before diapering with a clean, fresh diaper. After

diapering, the single-use paper on the diaper changing table must be disposed of in a garbage can with a fitted lid. Caregivers must wash hands thoroughly after diapering a child.

Hand-washing Procedures

Caregivers must wash hands:

- Before preparing or serving food
- After using the bathroom
- After dealing with a child who may be ill
- After diapering a child, wiping a runny nose or cleaning up a mess

Children must wash hands:

- Before eating or drinking
- After using the bathroom
- After touching a child who may be ill

Approved hand- washing method:

- Use soap and running water
- Rub hands vigorously as they are washed
- Wash all surfaces, including the backs of hands, wrists, between fingers and under fingernails
- Rinse hands well; leave water running

Dry hands with a single-use towel, turn water off using the paper towel; dispose of towel properly

Sick Children

Each child will be observed upon arrival and throughout the day for the purpose of noticing departures from his or her normal appearance, behavior or performance.

When symptoms of illness have been identified, the child will be placed in a separate area of the Center away from other children. The parent will be notified immediately.

The child will be cared for and supervised until the parent arrives. All items used by the sick child must be sanitized with a bleach-water solution before being used by other children.

Administering Medication

Medication will be given only with the written permission of the parent. Medication must be in the original container. Prescription medication must have the pharmacy label indicating the child's name, physician's name, instructions and proper name and strength of the medication.

Over-the-counter medication will be administered according to label directions.

Caregivers must keep a written record on the administration of all medication. If there is any uncertainty regarding the administration of a specific medication, that medication will not be given.

Outdoor Play

Caregivers must always be vigilant, and nowhere is that more important than outdoors. All children must be carefully monitored on playground equipment, but toddlers, especially,

must be closely supervised. A toddler's desire to climb outweighs his fear or understanding of danger.

Caregivers are expected to space themselves around the playground and keep their focus on the children.

The Children of Caregivers

Staff members may not bring their own children, siblings or other relatives to the Center without prior approval from the Director. If, and when the children of staff members do attend the Center, staff members will be responsible for their care. If the staff member desires to have their children attend the center on an on-going basis, tuition must be paid for these children just as it is for all other students. A discounted rate will be applied, depending upon the age of the child. Staff member and the Director will meet to discuss a mutually agreeable rate.

Classroom Music

No music, other than age appropriate children's music, is permitted in the classroom. During nap time, soft, easy-listening music may be played. Rock and Rap are considered inappropriate.

Television

Children are to receive only one (1) hour of television per day. The television can be used for special movies, as part of a curriculum, or to play soothing background music or sleepy time music to facilitate sleeping at nap time.

Meals

Staff meals must be eaten during specified mealtimes or during nap time. Please dispose of your meal items and make sure to clean up after yourself. Caregivers are encouraged to eat and socialize with children to demonstrate family style meals.

Acknowledgement of Receipt of Handbook

SUNRISE SMART START EARLY LEARNING CENTER, INC.

ACKNOWLEDGEMENT OF EMPLOYEE'S RECEIPT OF STAFF HANDBOOK/POLICIES AND PROCEDURES

acknowledge following:

- I have received a copy of the Sunrise Smart Start Early Learning Center Staff Handbook.
- I have read and agree to comply with the policies contained in the Staff Handbook.
- I understand this handbook reflects the current policies and practices of Sunrise Smart Start Early Learning Center and replaces and supersedes any prior staff handbooks
- I agree that I will conform to these policies and practices and understand that this Handbook may be amended, modified, terminated or replaced by Sunrise Smart Start Early Learning Center.