

SUCCESS



EQUAL
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EMPLOYER

EMPLOYEE HANDBOOK

**SAND BOX CHILD CARE & PRESCHOOL
664 WEST CEDAR STREET
MEDFORD, WI 54451
715-748-4525**

www.sandboxchildcare.com



Supported by the United Way

Welcome!!

Welcome to the Sand Box Child Care Center. We are pleased that you have chosen to work with us and hope that your association with Sand Box will be a long and mutually rewarding experience.

You and your work are very important to accomplish the mission of Sand Box – to provide quality child care for Medford and the surrounding communities. Your contribution is essential to our success.

Sand Box is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same towards the children, parents, other employees and administration.

Your surroundings, your co-workers and the way in which Sand Box's work is conducted will be unfamiliar to you at first. This booklet has been developed to provide you with information about your employment and setting guidelines for employee behavior and responsibilities. It will help answer questions you may have about benefits, policies and procedures. As part of your orientation, the Administrator will discuss the various policies outlined in this document. Please read these policies carefully and bring any questions to the Administrator.

Sand Box reserves the right to revise, supplement or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and its absolute discretion. Employees will be notified of changes in policy, benefits or to the Handbook at they occur. This Handbook is intended to give you information about the main features of our employment policies, benefits, and certain other general information. It does not and is not intended to cover these matters in detail or serve as a contract between you and the employer. All statements in this Handbook are subject to change without notice.

May we offer our personal good wishes to you as a new employee.

The Program Director, Administrator & the Board of Directors

Mission Statement

The mission of Sand Box Child Care & Preschool is to provide quality child care and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically and intellectually. The Sand Box will strive to work cooperatively with the community.

We take pride in our highly qualified teachers and in our communications throughout the center. We strive to provide a safe and nurturing environment where children can express their individuality, while we provide them with a variety of experiences and enhance their development. Sand Box takes pride in its reputation and strives to uphold and promote values and principles, which encompass fairness and honesty.

Goal Statement

It is our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is for excellence in meeting the needs of children and their families for nurturing, growth and development, relationships and understanding.

Philosophy Statement

We believe in the value of human diversity and the fair treatment of all people. Our values and beliefs about children are deeply rooted in the history of Early Childhood Education.

- We believe All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self esteem.*
- We believe The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.*
- We believe Loving, trusting and respecting each child enables that child to love, trust and respect others. Each child and family is due the respect for personal privacy demanded by professional ethics.*
- We believe It is important to meet each child's needs for physical, social, emotional and intellectual growth by providing diverse experiences in a supportive environment.*
- We believe Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.*
- We believe Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.*

Board of Directors

Sand Box, Inc. is a non-profit organization whose operation is overseen by a board of directors. Board meetings are open to the public, with agendas posted in the center prior to each meeting. Parents are invited to address the whole board at any scheduled meeting.

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PERSONNEL POLICIES

Employment Policies

Sand Box expects all employees to work together in harmony for the good of the families that we serve. This employee handbook is given to you to outline your responsibilities, your benefits, and enhance your employment. Written personnel policies are made available to all center staff upon hire and are available to all staff while at the center.

Employment Practices

Sand Box retains the right to recruit, select, and hire employees and to determine the necessary qualifications for employment. To insure effective employee performance, Sand Box retains the right to promote, to classify, determine the size and composition of the work force, to assign and allocate work, to transfer employees from job to job and from shift to shift, to determine schedules, hours worked, and to effect layoffs or terminations.

Selection of employees will be made according to Administrator's assessment of their ability to provide quality care for the children of Sand Box. These assessments will be made on a basis of ability, skill, experience, character, dependability, and the ability to meet the requirements of the job description. Processes concerning hiring, recruiting, interviewing and selection of potential employees align with appropriate employment law practices.

Sand Box is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same values toward children, parents, other staff members, and management. Sand Box reserves the right to conduct pre-employment investigations of the employee's educational and work experience and to require a physical screening by a licensed health professional.

Hiring Practices

The Administrator will oversee the hiring process, including recruiting, interviewing, and selection of new employees and/or requests for internal position changes.

Current Sand Box employees may apply for positions as they become available. Any current employee who applies for an internal position must submit a written request. In most cases, any position that becomes open at Sand Box will be considered internally prior to possible solicitation from outside. However, in some cases, the Administrator/Program Director and/or Board may determine that it is appropriate to advertise a position simultaneously with the internal posting.

Applicants will receive a wage scale, employee handbook (including personnel policies) and information regarding the position-to-hire to assist in their decision to join the Sand Box Team. New employees will receive an employment packet containing a letter of acceptance, staff record form, background check information, withholding and eligibility forms, staff health report, orientation guides and a job description. The Administrator will provide additional information if necessary to assist the employee with successful training experience that may include, but not limited to: a training schedule, appointed trainer, evaluations and feedback.

Equal Opportunity Employment

Sand Box Child Care & Preschool is an Equal Opportunity Employer. Its employment practices are intended to be consistent with both State of Wisconsin and Federal laws concerning discrimination. Sand Box is committed

to employing personnel who are qualified to meet the assigned responsibilities in their job positions. It is the intent and desire of Sand Box that equal employment opportunity will be provided in employment, wages, benefits, and all other privileges, terms, and conditions of employment. State and federal EEOC (Equal Employment Opportunity Commission) laws are posted on employee bulletin boards.

Anti-Harassment Policy

Sand Box is committed to providing a professional work environment free from any type or form of harassment. Harassment of any employee on the basis of his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, or the presence of any physical, mental or sensory disability is a serious violation and will not be tolerated.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior which may include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, or pranks. Some examples may include but are not limited to the following:

1. Physical or verbal abuse
2. Racial, ethnic, or sexual insults
3. Ethnic or sexual jokes
4. Religious slurs or other slurs directed toward the group set forth above
5. Unwelcome sexual comments, advances or innuendoes
6. Taunting, intended to provoke an employee
7. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

Sexual Harassment

Sexual harassment is a type of harassment and occurs when the verbal and physical conduct is sexual in nature or is gender-based, that is, directed at a person because of gender. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful and against Sand Box policy.

Sexual harassment includes: unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions upon the employee's submission to sexually harassing behavior in the workplace.

Employees who feel they have been or have witnessed other employees subjected to harassment of any kind are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the employee feels uncomfortable in addressing the matter directly with the harasser, or if they have done so and the behavior does not stop, the matter should be immediately discussed with the Administrator/Program Director or any Board member with whom the employee feels comfortable.

All complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. All employees found to have harassed an employee will be subject to appropriate corrective action, ranging from disciplinary action to termination. **No employee will suffer retaliation in any form for reporting instances of harassment.**

Responsibilities Include:

1. Employees: Bring to the attention of the Administrator/Program Director and/or a Board of Director Officer, perceived or actual incident of harassment or witness of such.
2. Administrator/Program Director: Maintain a work environment free of intimidation and harassment and respond immediately and appropriately to any complaints or indications of such behavior. Investigate all initial complaints and report them to the Board of Directors.
3. Administrator/Program Director and/or Board of Directors: Administer the necessary disciplinary action toward any individuals proven guilty of such an act or who, knowingly, falsely accuse another of sexual or other form of harassment.

Conceal & Carry Policy

Wisconsin Administrative Code DCF 251.06(2)(c) prohibits the possession of any dangerous items including, but not limited to, firearms, ammunitions, knives, and explosive devices on the premises of a state licensed child care facility.

DCF 251.06(2)(c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: DCF 251.06(2)(c) Firearms, ammunition, and other potentially dangerous items may not be kept on the premises. This code applies regardless of whether or not the individual is licensed to carry a concealed weapon under Wisconsin State Law.

DCF 251.06(2)(c) code does not apply to law enforcement officers while engaged in their official capacity.

Zero Tolerance For Work Place Violence

Sand Box will, within reason, do whatever is necessary to protect the lives and health of employees and provide a workplace free from verbal abuse, threats, or assaults that could cause or result in harm to those who are employed. Sand Box has a definitive “zero tolerance” for violence of any kind, including threats of violence.

Drug and Alcohol Policy

Sand Box advocates that our institution be free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances by employees. Additionally, employees are to work free from the effect of alcohol and other performance-impairing substances.

Drug testing may be required by any employee, who while on duty, demonstrates signs of being under the influence, and demonstrates inappropriate behavior suggesting impairment or who is observed consuming alcoholic beverages or drugs. Refusal to cooperate with drug testing and/or rehabilitation will result in immediate discharge. Violations of this policy will subject the employee to disciplinary action up to and including discharge.

Because prescription medication can also affect an individual’s demeanor and job performance, it is the employee’s responsibility to notify the Administrator/Program Director if he or she is taking legal prescription drugs. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties. Depending on the seriousness and circumstances of the offense, and at the company’s sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to a counseling, rehabilitation, or employee assistance program. Refusal to cooperate in this program may result in discipline, up to and including termination.

CODE OF ETHICAL CONDUCT

Aligned with NAEYC (National Association for the Education of Young Children)

Ethical Responsibilities to Children. Childhood is a unique and valuable stage in the human life cycle. Our paramount responsibility is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children’s development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children’s self-awareness, competence, self-worth, resiliency, and physical well-being.

Ethical Responsibilities to Families. Families are of primary importance in children’s development. Because the family and the early childhood practitioner have a common interest in the child’s well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child’s development.

Ethical Responsibilities to Colleagues. In a caring, cooperative workplace, human dignity is respected, professional satisfaction is promoted, and positive relationships are developed and sustained. Based upon our core values, our primary responsibility to colleagues is to establish and maintain settings and relationships that support productive work and meet professional needs. The same ideals that apply to children also apply as we interact with adults in the workplace

Ethical Responsibilities to Community and Society. Early childhood programs operate within the context of their immediate community made up of families and other institutions concerned with children’s welfare. Our responsibilities to the community are to provide programs that meet the diverse needs of families, to cooperate with agencies and professions that share the responsibility for children, to assist families in gaining access to those agencies and allied professionals, and to assist in the development of community programs that are needed but not currently available. As individuals, we acknowledge our responsibility to provide the best possible programs of care and education for children and to conduct ourselves with honesty and integrity. Because of our specialized expertise in early childhood development and education and because the larger society shares responsibility for the welfare and protection of young children, we acknowledge a collective obligation to advocate for the best interests of children within early childhood programs and in the larger community and to serve as a voice for young children everywhere. The ideals and principles in this section are presented to distinguish between those that pertain to the work of the individual early childhood educator and those that more typically are engaged collectively on behalf of the best interests of children—with the understanding that individual early childhood educators have a shared responsibility for addressing the ideals and principles that are identified as “collective.”

GENERAL POLICIES

Confidentiality

All information concerning employees should be considered confidential. All information concerning children and/or families available to employees of Sand Box should be considered confidential. Any breach of the confidentiality of any information is grounds for disciplinary action up to and including termination.

Dress Code

Employees are expected to dress in a manner that promotes pride and respect for Sand Box and for the children and families it serves. Good grooming practices and appropriate attire promote an employee’s overall

effectiveness in fostering and maintaining a positive image. Safety, positive role modeling and customer service goals are attained through these measures. The Administrator will reserve the right to send an employee home if the attire is not deemed workplace appropriate.

Proper attire consists of business to casual professional dress Monday through Thursday. Jeans may be worn on Fridays and dress wear must maintain a professional image. Shirts, sweaters, and cover-ups must support your professional attire. Clothing must not contain logos or pictures inappropriate for the work place. Mid-regions should be appropriately covered at all times.

Personal hygiene and appearance must promote a professional and clean look. Child care is a service orientated business and employees are expected to represent professionalism in the work environment. Special dress-up days will be considered and posted in advance (which may include homecoming events, Dr. Suess week, etc.)

On the Job Injury

All injuries, large or small, shall be reported to the Administrator/Program Director immediately. It is the intent of Sand Box to maintain a safe work place for all employees, but in the event of an injury, a report must be made in case a Worker's Compensation claim needs to be made. Any injuries not reported within 24 hours may subject you to disciplinary action up to and including termination.

Smoking Policy

Sand Box has a smoke-free policy in accordance with DCF Group Child Care licensing regulations. There will be no smoking within the Sand Box building or grounds, including vehicles.

Telephone Policy

If office staff are unable to answer the telephone during normal business hours, 4:00 a.m. to 7:00 p.m., the staff will answer the telephone. Telephones are never to be answered or played with by children. Personal phone usage causing distraction from supervision and/or interference with job duties is grounds for disciplinary action up to and including termination

It is expected that all staff answer the phone in a professional manner, for example:

“Hello...Sand Box Child Care this is [name], how may I help you?”

The use of personal phones should be limited to employee break times. Personal telephone calls should be in case of an emergency only. Employees should use extreme discretion with personal cell phone calls. All phone calls during work time (excluding breaks) should pertain to business and not interfere with supervision of children.

Social Media Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

- Employees need to know and adhere to the Code of Ethical Conduct, Employee Handbook, and other company policies when using social media in reference to Sand Box Child Care & Preschool
- Employees should be aware of the effect their actions may have on their images, as well as that of Sand Box. The information that employees post or publish may be public information for a long time.

- Employees should be aware that Sand Box may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Sand Box its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities at work. Sand Box computer systems are to be used for business purposes only.
- Subject to applicable law, after-hours online activity that violates the Sand Box Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

Visitor Policy

All visitors are to report to the office. Staff will then be contacted and visitation is to be done in the hallways. Visitations should only occur in case of an emergency.

Solicitation

Employees may not solicit campaign, collect contributions, or distribute literature to children or families for any purpose. Employees may not solicit campaign, collect contributions, or distribute literature to other employees except when all employees involved are not on work time.

Safety

Safety is an ongoing process that seeks to avoid, reduce, or eliminate unsafe acts or conditions that may result in injury to children, parents or employees. Employees are to immediately communicate any recognizable hazards to the Administrator/Program Director.

Parking

Employees are expected to park in the far row to allow parents access to center/front rows during drop-off and pick-up times. The parking lot is handicap accessible. Employees requiring special accommodations should contact the Administrator and make necessary arrangements.

Policies and Procedures

The Administrator/Program Director and the Board of Directors of Sand Box have set forth various policies and procedures. Copies of these documents will be given to you with this Employee Manual. Children and parent policies and procedures should be reviewed by reviewing the Parent Handbook that is given to each parent utilizing the services of Sand Box. These policies and procedures are essential to the safe operation of Sand Box and should be read carefully and kept for future reference. Sand Box complies with all State Licensing codes.

As a matter of policy, Sand Box does not enter into written or oral contract or agreements guarantying employment or compensation for any particular period of time with any individual employees. No employee is authorized to make guaranties of employment or compensation. Employment with Sand Box is at-will; that is, employment may be terminated with or without cause at any time by the employee or by Sand Box. **Nothing in the Employee Handbook or any other document or statement shall limit the right to terminate**

employment at-will. No express or implied agreement to the contrary may be made unless it is made by the authority of the Board of Directors of Sand Box, and only if the Board of Directors does so in a formal written document that is signed by a designated person on behalf of the Board of Directors and the employee.

HOURS AND PAY PERIODS

Recording Time Worked

Employees are required to record their hours each work day on timecards and use the time clock to record your time-in and time-out. Your work hours should be reflective of your scheduled hours and overtime must be pre-approved. The employee will calculate his/her time to the nearest quarter hour and must be written in decimal or fraction format (do not use time, for example 8:45 should be written as 8 ¾ or 8.75). Time cards are reviewed by the Administrator. Any mistakes noted on the timecard, payroll or other items related to pay should be immediately brought to the attention of the Administrator/Program Director.

Copies of the W-4 forms and Employment Eligibility forms will be kept in the personnel files. It is the employee's responsibility to update W-4 forms as needed. Any employee who falsifies payroll records in any manner will be subject to disciplinary action up to and including termination.

Staff are expected to maintain appropriate staff-to-child-ratios at all times, this would justify working before or after scheduled hours.

Overtime

Sand Box pays overtime in accordance with the provisions of the Fair Labor Standards Act. All overtime must be approved by the Administrator/Program Director in advance and the Administrator/Program Director must initial your time sheet to signify approval. Approved over time hours are paid at one and one half your regular hourly rate for all hours worked in excess of 40 hours during a single week. Vacation and sick days are not counted toward overtime hours.

Absenteeism and Tardiness

Sand Box values stability and consistency of quality child care services provided by our employees, which relies on staff adhering to their scheduled hours. Sand Box requires regular attendance by all employees. All time off must be approved by the Administrator/Program Director. Unscheduled time off should be used only in cases of illness and emergency. We hold employees accountable for non-scheduled absences while at the same time remain sensitive to family, medical, and personal emergencies. Excessive unscheduled absences will result in disciplinary action up to and including termination.

Employees who are unable to work a shift because of illness should notify the Administrator/Program Director at least two hours before starting time, if the employee is unable to report to work. Employees that are going to be late for work must inform the Administrator/Program Director as soon as possible. If the Administrator/Program Director is not immediately available, the employee should leave a message and a number where she/he can be reached. When the Administrator/Program Director is unavailable, the employee must arrange for coverage of the shift or shifts being missed.

Employees will receive a notice indicating that you are late according to scheduled hours. Exceptions may be granted due to actions beyond the employee's control such as inclement weather or an emergency situation. Three (3) late notices will result in a one day suspension without pay. Three (3) suspensions due to lateness will result in termination. Employees that adhere to scheduled hours for six months without an infraction have the

opportunity to remove prior late occurrence action from their record via documentation (it will not be stricken from their file).

If an employee is off of work because of illness for more than three days, the employee may be requested to bring in a release from a health care professional certifying that the employee is able to return to work. Two consecutive days of unauthorized or unreported absence is considered a quit by the employee.

Communicable Disease: Any employee exhibiting evidence of an infectious disease (rash, fever, etc.) will, at the discretion of the Administrator/Program Director, be required to submit to medical evaluation to determine if a communicable disease condition exists which threatens the health or well being of the children or other staff. The affected employee will be required to furnish a statement from a licensed health professional attesting to freedom from a communicable disease before being allowed to return to work.

Meals

Staff will eat Sand Box prepared meals with a group of children when working during breakfast, lunch or snack. Meal times are considered a teachable time and staff are expected to sit, assist and participate in an appropriate manner. Dietary restrictions/substitutions will be taken into consideration as per physician's recommendations and upon preauthorization from administration.

Food from outside sources is allowed only during employee break times and must be taken in the employee break lounge. Considerations must be given to all children and all allergy situations. Sand Box meals will be provided at no charge as a benefit to the employees.

Break Periods

A break period is a privilege, not a right. It is intended to provide a brief break in the scheduled work day. The break is a non-productive paid time and shall be limited to 15 minutes for every four hours worked. If essential to provide service or meeting licensing requirements, the Administrator/Program Director may withdraw the break. Employees should not leave the premises during their break.

Scheduled Hours

Schedules will be made in accordance with meeting licensing requirements in the room. When child ratios decrease, staff will end shift. We will not hire employees to work specific days; they should expect to work the days assigned by the Administrator/Program Director as needed. Employees may be hired for a specific room, however, they should be aware that they will be trained for more than one room and will be expected to work in other rooms as needed.

Work schedules will be done weekly and will be posted before the beginning of the week. Employees are expected to work the hours assigned. Personal and vacation requests must be submitted the Monday prior to schedule being posted. Hour of work/shifts may be adjusted periodically in response to enrollment changes and/or to meet mandated staff/child ratios.

Pay Periods

The pay periods for employees of Sand Box consist of fourteen (14) consecutive calendar days. Paychecks will be completed by the Administrator/Program Director for distribution to employees on the Friday following the end of the pay period. Deductions will be made for state and federal income taxes, Social Security and Medicare. Any other deductions must be approved by the Administrator/Program Director.

Wage/Salary Structure

Starting salary for all employees will be based upon education level as determined by your Registry Level. Movement within the salary structure will be determined based on years of service, Registry Level, Job Title, and maintaining acceptable performance standards to be determined by successful completion the Annual Employee Merit Review. See the current pay scale/merit review. All center staff will have access to a written pay scale at time of hire and upon request.

In order to provide fair and equitable compensation, Sand Box has established a formal wage and salary administration program. All adjustments made to the wage and salary administration program are approved by the Board of Directors.

ORIENTATION, INSERVICE AND TRAINING

Probationary and In-Service Period: The orientation period provides the Sand Box a period to evaluate the qualifications of a new employee during the first three months of service. New Staff will be given a tour of the facility and introduced to key personnel. New staff will be assisted with meeting children, families and co-workers during the orientation period.

A complete orientation to policies, procedures, child care, and safety will be provided for you during your first three months of employment. The orientation for new staff will include observations in the classroom and meeting families and coworkers prior to assuming responsibilities. The employee will be required to complete the “new hire” packet of forms before the first day of employment. These forms will be kept in the employee’s personnel file. You will be offered certification in CPR/AED/First Aid, Shaken Baby Syndrome, Sudden Infant Death Syndrome, and Child Abuse and Neglect Training through Sand Box. These classes are a mandatory requirement for the job. You may choose to obtain this training at your expense outside Sand Box’s training.

Orientation of new staff to be completed within one week of working with children includes:

1. Review of the licensing administrative code
2. Policies included in Sand Box Parent Handbook and Employee Handbook.
3. Review of contingency plans including fire and tornado evacuation plans and the operation of fire extinguishers
4. First aid procedures
5. Job responsibilities in relation to the job description
6. Training in the recognition of childhood illnesses and infectious disease control including hand washing procedures and universal precautions for handling bodily fluids
7. Schedule of activities of center
8. Review of child abuse and neglect laws and reporting procedures
9. The procedures for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation
10. Child management techniques
11. Procedure for sharing information related to a child’s special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child
12. Review of procedures to reduce the risk of Sudden Infant Death Syndrome (SIDS) & Shaken Baby Syndrome (SBS) prior to employee’s first day of work

13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met

The Licensing Orientation Checklist Form will be signed and dated upon completion of the orientation and placed in the personnel file. Staff will be given a copy of the Employee (Personnel Policy) and Parent Handbooks during orientation. Training staff will be appointed to new staff to provide guidance and feedback during their first 90 days of employment.

In the event of a lengthy absence of a regular staff member from the center, a substitute staff will be assigned from within the center and will have met the requirements of a regular staff.

Continuing Education

All teachers are certified or in process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. Staff will receive training in Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Child Abuse/Neglect (CAN). All Sand Box staff are also required to obtain 25 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Sand Box.

Continuing education hours which are obtained through credit courses resulting in transcripts may be used to meet the continuing education requirement during the year in which the hours are earned and for the two years following the year.

Sand Box may provide continuing education hours during the mandatory monthly staff meetings. New staff are required to obtain an equivalent of approximately 2 hours per each month of employment in their first year of employment.

Tuition Reimbursement Policy

The TEACH Scholarship program provides eligible employees with the opportunity to obtain, maintain, or improve job-related or career-related capabilities through participation in academic courses of study at Wisconsin accredited colleges and universities. Employees must provide a copy of their receipts and final grades each semester. Successful completion requires a grade of “C” or above. Sand Box reserves the right to accept/reject the scholarship model. Employees who receive a TEACH Scholarship will be required to work for Sand Box for two years after their completed course.

The Sand Box tuition reimbursement program covers the cost of tuition only. Employees enrolled an approved program will be reimbursed ½ the cost paid by the employee for tuition up to \$1,000 per calendar year in tuition reimbursement. An employee may receive up to a \$8,000 lifetime maximum of tuition reimbursement. The request for tuition reimbursement must be submitted to the Administrator/Program Director prior to the class starting. Reimbursement will occur after successful completion of the course. Employees must provide a copy of their receipt and final grades. Successful completion requires a grade of “C” or above.

Tuition Reimbursement – Default Policy

Employees who do not work the minimum two year requirement upon reimbursement will be responsible for repayment to Sand Box. Repayment will be subject to interest at 12% APR. Interest is calculated from the date

participation in an educational program ceases or employment is terminated, the repayment will begin immediately and/or is subject to collections.

Staff Meetings and Training

Staff meetings and training will be provided by Sand Box. All employees are required to attend. Staff meetings and training may be held within the facility or at another location and will be paid time. Attendance at such sessions is seen as an important avenue for staff development and is mandatory unless excused for good cause by the Administrator/Program Director.

Additional time may be added at the discretion of the Administrator/Program Director. Any such additional time and/or training hours will be compensated at \$8.00/hour or minimum wage whichever is greater. Staff who miss training, and do not make up the missed time, will be subject to termination. All trainings must be pre-approved by the Administrator/Program Director.

Performance Management and Evaluation

Employees receive their first performance evaluation at the end of a three month orientation period. Thereafter, your performance and salary will be reviewed once each year using The Sand Box Annual Employee Merit Review tool. Sand Box Goal Planning Worksheet will be reviewed, assessed and updated annually during the Quality Improvement Planning phase in October. Employees will meet with the Administrator to review and sign your Goal Planner and Merit Review, which becomes a permanent part of your personnel file. Sand Box reserves the right to terminate your employment at any time.

NEW HIRE REQUIREMENTS – PERSONNEL FILE

Staff Record

The employee's name, address, date of birth, education, position, previous work experience in child care including reason for leaving previous positions, and the name, address and telephone numbers of persons to be notified in an emergency.

Employment Eligibility Verification

Federal law mandates all persons hired must be able to verify their eligibility for employment in the United States. Section I of the Employment Eligibility form must be completed by the employee and the manager within 72 hours (3 days) of date of hire.

Criminal Background Check

Completed prior to the employee's first day of employment and annually thereafter, that does not reveal any information which may preclude the person's employment. A complete caregiver background check including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment. Staff must be supervised at all time until a background check is completed.

Fingerprint checks are required by State Licensing for all child care employees and will be completed in accordance to the law. Child Care workers must obtain a one-time fingerprint background check through Fieldprint® and/or submit evidence that they have already completed the process. Instructions are included in the Employment Packet for new hires.

Physical Examination Report (State Mandatory Form)

All employees must have a physical examination six months prior to beginning work or within 30 days of hire. The examination must include a test for tuberculosis.

The report dated and signed by a licensed health professional, shall be on file in the center and certify that:

- 1) The person is free from illness detrimental to children, including TB.
- 2) The person is physically able to work with young children.

The Registry Certificate

Documenting that the person has met the educational qualifications for the position if the person has worked as a teacher, director or administrator at the center for at least 3 months. A copy of an educator's license issued by the department of public instruction as a teacher may substitute for a certificate from The Registry. For persons not required to have a Registry certificate including assistant teachers and a teacher, center director or administrator who has not worked for the center for more than 3 months, documentation of the person's educational qualifications shall be on file.

Change in Personnel Records

It is important that you report in writing to the Administrator/Program Director any change in the information that was originally given on your application, such as change of address, telephone number, marital status, change in number of dependents, etc.

Employees must notify the Administrator/Program Director immediately. Pending charges, investigations, findings, etc. must be reported to DCF by the Department's next business day. Notification is required when any of the following occur:

- The person has been convicted of any crime.
- The person has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- In the case of a position for which the person must be credentialed by the department of regulations and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

RULES OF CONDUCT / COMPLAINT RESOLUTION

Disciplinary Policy and Procedure:

When an employee disregards the rules established by Sand Box or conducts herself/himself in a manner which is deemed unacceptable, the first approach (when practical) will be that of guidance. Counseling by the Administrator/Program Director is intended to assist you in correction of your conduct. The Sand Box Board of Director Personnel/Finance Committee will be notified of all disciplinary actions. All matters of disciplinary procedures are done in private.

1. The first infraction will lead to a conversation with the Administrator/Program Director. This will be a “verbal warning” that the behavior is not appropriate and corrective action will be necessary. This conversation will be documented on the Employee Disciplinary Action Form and signed by the Administrator/Program Director and employee. The form will be kept in the employee’s personnel file.
2. The second infraction will lead to a “written warning” with one-day suspension without pay. The Administrator/Program Director will document the behavior which is in error and the corrective action necessary to prevent further disciplinary action on the Employee Disciplinary Action Form. The form will be signed by the Administrator/Program Director and the employee. A copy will be given to the employee. The original form will be placed in the employee’s personnel file.
3. The third infraction will lead to a second written warning and a three-day suspension without pay. The Administrator/Program Director will submit in writing a description of the inappropriate behavior and the corrective disciplinary action needed. The Administrator/Program Director and employee will sign the document.
4. The fourth infraction will result in termination. In the case of termination, notice will be in writing and signed by the Administrator/Program Director and the employee.

These steps are meant to establish consistent guidelines to consider in conjunction with the severity of the offenses and the employee’s personnel and performance records when administering discipline. We are not required to go through the entire four step process and discipline may begin or continue at any step depending on the severity of the infraction. The nature and severity of any violation can be of such a degree as determined by management to eliminate any and all steps and discharge immediately. An employee may be subject to discipline or discharge for any reason, whether or not set forth in this Handbook. In all cases, determination of appropriate discipline, including discharge, rests solely in the discretion of the employer and will be determined on a case-by-case basis. All steps are documented in writing regardless of the phase of process.

Complaint Resolution / Grievance Policy

The Administrator/Program Director and the Board of Directors of Sand Box will do its best to make your employment a good experience. If for any reason, you are unhappy or dissatisfied with the work, work conditions, or with management policies, you should contact the Administrator/Program Director to discuss the problem. If no satisfactory solution can be reached, the Board President shall be advised of the situation for resolution.

Sand Box Child Care & Preschool recognizes that grievances may arise in the normal course of employment and are fully committed to ensuring that any such issues that arise can be discussed openly and dealt with

satisfactorily and promptly. This policy provides a mechanism for you to raise a grievance relating to your employment. This may be about your job, your working conditions, training etc.

All employees are encouraged to raise issues informally in the normal course of their work with their immediate co-workers. This should be done as issues arise and is normally the most effective way to resolve matters speedily. When a problem or issue arises that cannot be dealt with in this manner, the formal grievance procedure may be invoked.

If you are not happy with the response received through the informal stage or you wish to raise a grievance formally in the first instance, you should raise the issue in writing with the administrator/director. This should clearly set out the nature of the grievance and make it clear that the formal grievance procedure is being invoked. A Conflict Resolution Worksheet and/or an Employee Deficiency Report are available to staff located in the office near the door.

A meeting will be arranged with you to discuss the grievance. If necessary, more than one meeting will be held. A decision on the grievance will be confirmed in writing within 10 working days of the grievance meeting being held. If you are not happy with the outcome after this process, you may appeal the decision in writing to the Board President. The decision at this stage will be final.

All grievances will be dealt with in a confidential manner and no employee will be penalized for raising a grievance in good faith. All meetings and outcomes will be documented and a copy given to you. A copy will be placed on your personnel file.

EMPLOYEE BENEFITS

Educational and Quality Improvements

The following employee benefits will be hosted by Sand Box in a timely manner to meet licensing regulations and quality improvement standards at no cost to the employee. The employee may choose to obtain certification/training separate from the center's designated opportunity at their own expense. Reimbursement of training costs must be approved prior to any training and must present certificate of completion and receipt.

- Annual Registry Certificate

- SIDS Training (Sudden Infant Death Syndrome)

- SBS Training (Shaken Baby Syndrome)

- SCAN-MRT (Suspected Child Abuse & Neglect – Mandatory Reporter Training)

- Darkness to Light Child Sexual Abuse Training

- CPR/AED/First Aid Training

- Fire Extinguishers & Safety Training

- WMELS (Wisconsin Model Early Learning Standards non-credit)

- CSEFEL Pyramid Model Training (Social & Emotional Foundations)

Child Care Benefit

Employees will be offered free childcare up to two children during the hours the employee is scheduled to work. Additional children will be charged at the appropriate rate according to their age/class level and payment will be arranged through Sand Box payroll deduction. If the employee chooses to use childcare during their days off, child care will be expensed at \$50 per day or the weekly rate, whichever is cheaper.

Paid Time Off

All time off for vacations, holidays, and sick days are accumulated into one paid time off account. Qualifying Lead Teachers will be determined by successful completion of orientation requirements, Registry Level 12 or higher and Employment Level 4 or higher.

The amount of paid time off earned each pay period is based on the employee's years of service and/or employment level and hours paid. New Employees shall begin accruing PTO after 180 days of consecutive employment. PTO hours are accumulated by multiplying hours worked (not including hours paid for PTO) per pay period (to a maximum of 80 hours) by the assigned accrual rate (table below).

Years of Service	Employment Level	Accrual Rate	Max Accrual / YR	Max Accrual
0 - 4	1 - 4	0.0192	40 hours (5 days)	80 hours
5 -14	1 - 4	0.0385	80 hours (10 days)	160 hours
15 +	1 - 4	0.0578	120 hours (15 days)	160 hours
n/a	4TL – 5TL	0.0692	144 hours (18 days)	160 hours

Approval Process

All scheduled paid time off must be approved with the Administrator prior to being taken. The Administrator reserves the right to deny requested PTO when deemed necessary for operational purposes such as scheduling or training. Approved PTO is contingent on available PTO hours and approval may be subject to change.

Payment

1. PTO hours will be paid at 100% of the employee's base pay rate and will be paid on the regularly scheduled payday.
2. Employees should utilize their PTO in a minimum of four-hour increments. If an employee is not at work on a regularly scheduled day, they must use a full day increment of PTO. PTO must be used before taking time without pay.
3. Upon termination of employment or change in employment status to an ineligible benefit status, employees will receive any unused accrued PTO on the pay period following the pay period in which their last day of work occurred unless appropriate notice was not given (See Employee Resignation Policy) or termination was for misconduct. If appropriate notice is not given as defined or the employee is terminated for gross misconduct, the employee will forfeit the accrued PTO.

EMPLOYMENT RESIGNATION

Employees must give a two week written notice when voluntarily terminating their employment with Sand Box. The two week period of notice must be a working notice (vacation and personal days will not be used). The two week notice will begin on the date the Administrator receives the written notice directly from the employee. If an employee does not give a two week working notice, all vacation pay will be forfeited.

Employees who voluntarily terminate their employment with Sand Box within the first year of employment will be required to reimburse the center for the training and development costs as outlined in the Pre-employment Agreement signed by new employees. The amount will be deducted from the employee's final paycheck. Any outstanding balance will be the responsibility of the account holder and may be subject to a weekly late fee charge of \$25.00 and/or collections.



SAND BOX CHILD CARE & PRESCHOOL

Employee Acknowledgement Form

Welcome to the Sand Box Child Care Center. We are pleased that you have chosen to work with us and hope that your association with Sand Box will be a long and mutually rewarding experience. You and your work are very important to accomplish the mission of Sand Box – to provide quality child care for Medford and the surrounding communities. Your contribution is essential to our success.

Sand Box is committed to providing a working environment which treats its employees with courtesy, respect, and dignity. In return, it is expected that employees exercise the same towards the children, parents, other employees and administration.

Sand Box strives to make your orientation & employment experience pleasant, informative and comfortable. You can look forward to the following information when you join our team at Sand Box.

- Review Mission, philosophy, and history of the program
- Job Description
- Organizational outline of the team
- Personnel policies
- Operation procedures
- Parent Handbook
- NAC Standards
- Employment Forms
- Licensing & Regulatory Standards
- Curriculum
- Tour of the Facility
- Introduction to key personnel
- Meeting children, families, and co-workers
- Observation in classroom
- Review of Teacher qualifications/requirements

I hereby acknowledge that I have received the Employee Handbook and I understand that it is my responsibility to read and understand the policies contained in the Handbook and any revisions made to it. I further acknowledge that the Handbook is neither a contract of employment nor a legal document. The Handbook describes important information about Sand Box. I understand that I should consult a designated representative of the Board of Directors about any questions not answered in the Handbook. I have entered into my employment relationship with Sand Box voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Sand Box may terminate the relationship at-will, with or without cause, at any time.

I acknowledge that the information, policies and benefits described in the Handbook are subject to change.

Employee Signature

Date



Must be signed and placed in employee file – REQUIRED Document