

Show Me Love Learning Academy

Personnel Policies & Procedures Manual



Effective Date
July 1 2014

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Revised June 1 2012

Center History

Show Me Love Learning Academy has been providing high quality child care services to parents to the Cobb county community for over 14 years. The Academy was established as Show Me Love Childcare Center in the Powder Springs area.

In October 2007, Show Me Love Learning Academy Expanded into the Mableton Area. In February 2009 the Academy was forced to build an addition on to the building due to over flow of enrollment.

Philosophy

Show Me Love Learning Academy is a leader in the child care profession, designing innovative and flexible opportunities that achieve superior outcomes for children and families. We are cost effective in delivering a continuum of care that meets the dynamic needs of the Cobb County Community. We are committed to creating a culture that continually improves services, sustains a high quality, team-oriented work environment and provides quality child care.

The Academy's staff is committed to promoting the well being of both children and their families. We provide a secure and happy atmosphere for children during these most important years of growth, development and learning. Children at the Academy are offered an opportunity to participate in a full program balancing the areas of intellectual, physical, social and emotional growth.

Our Program

The goal of Show Me Love Learning Academy is to provide comprehensive childcare for children and families. We believe that self-esteem is a critical component to optimal growth in children's lives. We focus on developing the socialization and self-help skills that are needed to succeed in each area of development. We believe in providing quality childcare in an environment that provides parent interaction and also allows each parent a level of comfort while away from their child/children. The needs of all children are top priority; therefore, we think that each child should receive the individual attention that they need to grow and flourish in today's society. We believe that each child is an individual who deserves to be respected and appreciated for his or her own unique character. We believe that the best curriculum for young children is one that provides for growth in all areas of development:

- ◆ **Social:** Interactions with peers and adults
- ◆ **Emotional:** Affirmation, expression and understanding of a child's own feelings and others' feelings
- ◆ **Physical:** large and small motor skills, awareness of his or her body's capabilities
- ◆ **Cognitive, intellectual and creative:** basic concepts and problem-solving skills that will lay the foundation for future learning

Infants

From bottles to ABC's is our focus. At birth infants learn to trust, and trust is a strong foundation of learning skills. Lots of love, personal attention and interaction between our teachers and Infants will promote basic cognitive and social skills. We use an active Learning curriculum that helps promote strong language, physical and learning development skills that will help infants thrive.

In addition, the staff and teachers will work with families to build partnership. Our program will help infants grow and develop throughout their first year.

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Toddler Program

By the age of 1 these little ones are ready to explore everything around them! In order to keep them busy and happy the teachers in this room have lots of learning activities and ideas. This age group will learn how to get along with others, care for themselves, think for themselves, and express themselves with very close guidance from our trained teachers.

Preschool Program

Children are taught on an individual basis unique to their own stage of development. Children two years of age and older participate in age appropriate activities which are planned to coordinate with specific weekly topics that are familiar to them. Each week topics and activities are rotated to keep children's interest at peak levels. Classrooms are arranged into learning centers, which allow children the freedom to play and develop skills.

The daily schedule is a carefully planned balance between self-directed and adult-guided activities and the rooms are arranged into learning and activity centers. During "free play" children have the freedom to choose activities and playmates. Each child is offered group experiences, one-on-one interactions and also time to play alone if s/he chooses. Children are encouraged to participate in activities but are never forced to do so. The activity plan for the week is posted, and we encourage families to participate in our curriculum activities as often as they can. We offer children an opportunity to play outdoors daily, weather permitting.

After School Program

We offer a year around School Age Program for children in the Mableton, Austell area. In the "Schooler's" room we focus on recreation and developing social and creative skills, not just academic ones. Each child is given help with their homework, and given the opportunity to catch up with their class mates if this is a need. The "Schooler's" are involved in a wide variety of arts and crafts, computers, games, puzzles, outside play, science projects, and lots of other activities.

All snacks and drinks are included.

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Statement of Non-Discrimination

Show Me Love Learning Academy shall not discriminate in its hiring or personnel practices against any applicant for employment or any employee because of race, creed, sex, age, national origin, sexual preference or disability. SMLLA is an equal opportunity employer. The Academy's shall follow the spirit and intent of all federal, state and local employment law. The Academy is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Academy's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, salary administration, disciplinary action, termination, and social, educational and recreational programs. The Directors shall act as the responsible agent in the full implementation of the Equal Opportunity Policy.

The Academy will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the Academy may have violated the Equal Opportunity Policy shall report the possible violation to one of the Directors.

If the Director determines that a violation of this policy has occurred, s/he will take appropriate disciplinary action against the offending party, up to and including termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

The Academy is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at the Academy for all qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship. Employees who believe that they may require accommodation should discuss these needs with the Directors.

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Professionalism/Ethical Conduct

SMLLA strives to be a caring, cooperative workplace where human dignity is respected, professionalism is promoted and positive relationships are modeled. SMLLA recognizes that all early childhood programs have professional and ethical responsibilities to children, families, staff and the community. As a Staff Member of SMLLA please follow the following guide lines when reporting to work.

- ◆ Report to work free of offensive body odor.
- ◆ Report to work in full uniform
- ◆ Nail length should be no more than 3 inches long for any staff member.
- ◆ Hair shall have a professional hair color at all times, please refrain from placing unnatural coloring in hair.

Code of Ethical Conduct

The Academy adheres to the "Code of Ethical Conduct and Statement of Commitment," as defined by the National Association for the Education of Young Children (NAEYC). <http://www.naeyc.org/>

Confidentiality

Professionals who work with young children are entrusted with sensitive information about individual children's development and families. Such information must be held in strict confidence and must not be discussed with anyone outside the Academy. If discussed inside the Academy, it will **only** be when it is of benefit to the children. **Any requests for information about children must be referred to the Director.**

In the case of children and families who are receiving services from other professionals or agencies, a release of information must be signed by the parents **before** any information can be shared or requested. Employees should always strive to be supportive of the Academy's efforts by avoiding negative or malicious discussions about the Academy's issues. Together we can provide great child care and education for our parents and children. Stay positive and focus on the needs of the children in your care.

General Information

Organizational Structure

SMLLA staff includes a Director, Assistant Directors, Teachers, Assistant Teachers, Floaters and Cook.

Work Schedule

The regular work week for a full-time employee is at least 40 hours. "Part-time" is defined as a work schedule that is less than 40 hours per week. Work hours fall between the hours of 6:30 a.m. (when the Academy opens) until 6:30 pm (when the Academy closes). Schedules will vary and be assigned by the Director. No employee shall work more than 40 hours per week **unless approved by the Director prior to work being completed.** It is the employee's responsibility to clock in and out properly. **Any failure to clock in or out properly may result in a delay in payment of wages due.** SMLLA is open for child care year-round, Monday through Friday, from 6:30 a.m. until 6:30 p.m. The Academy observes a holiday schedule as annually scheduled by management **(See page 13).**

Hired Staff

Hired Staff, each employee will:

- ◆ Complete appropriate forms, within three days of hire
- ◆ Receive a list of the State of Georgia Core Rules
- ◆ Complete employee orientation that will include, but not limited to topics mandated by the State, and the Academy within 4 weeks of start date
- ◆ Receive a list of all required training classes to be completed within 8 weeks of employee's hired date.
- ◆ Receive a copy of his/her position description
- ◆ Receive a copy of the evaluation form for his/her specific position
- ◆ Read and Sign off on Bright from the Start's Core Rules.
- ◆ Receive and sign all required paperwork
- ◆ Register / update State Registration on Bright from the Start's Web Sight within 1 week of employee's hired date.

Employee Trial Period

Each employee at SMLLA serves a 90-day trial period upon employment. During this time, the employee shall meet with the Director at least once a month to evaluate performance. The Director may discharge the employee at any point during the trial period for any reason/at the Director's discretion by giving written notice to the employee. The general discharge policy in this manual is not applicable during the trial period.

After the 90-day trial period ends, the employee's performance will be formally reviewed at least once annually. If problems arise for the Academy or for the employee after the 90-day trial period ends, they will be handled as specified in this manual.

Personnel Files

The Academy will maintain personnel files for all employees, which will include the following documentation:

- ◆ time sheets/payroll records for the last year
- ◆ Completed Training classes
- ◆ vacation and sick leave information for the last year
- ◆ changes in job classification and rates of pay
- ◆ any disciplinary action taken during employment
- ◆ probationary period evaluation
- ◆ initial job application
- ◆ all performance appraisals
- ◆ medical forms
- ◆ emergency information
- ◆ verification of education & training (including transcripts)
- ◆ any other information as deemed appropriate by the director

Salary Scale

The Academy utilizes guidelines for setting salaries as defined by the State of Georgia.

Payroll

SMLLA staff is paid Bi-Weekly. Pay checks will be distributed the next working day after those dates if either falls on a Holiday. Employees may elect to receive their paychecks through direct deposit.

It is the responsibility of each employee to maintain accurate work records, and it is the responsibility of the Director to ensure that each employee's work records are accurately reconciled with approved leave records. Paychecks will be distributed by the Director on pay day at a time determined by the Director.

Performance Evaluations

All staff members will be formally evaluated at least once per year. The Director will be evaluated by the Board of Directors. The Assistant Director will be evaluated by the Director. All Staff members will be evaluated by the Director. Peer evaluations, parent input and the Assistant Director's feedback will be sought by the Director at his/her discretion. All employees will be given a blank evaluation form when they are hired, and will receive another one month prior to each evaluation. Evaluations become part of the employee's personnel file. Please note: Completed training classes is a part of your evaluation.

Expense Reimbursement

The Academy will reimburse **pre-approved** training classes that are taken and awarded a certificate of completion in the amount of 50%. All Training Classes that SMLLA schedules on or off site are mandatory Training Classes. If you are not able to attend the Training Classes for any reason, you then forfeit any reimbursement and become fully financially responsible for the Training Classes that you did not attend. The Academy will be responsible for CPR and First Aid Training in its entirety.

Staff Training & Professional Development

SMLLA recognizes that having an educated, well-trained staff is essential to quality care and education for young children. Therefore, SMLLA encourages professional and personal growth and development of Staff.

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Orientation Training

Upon hire, each employee is required to meet the State of Georgia Childcare Licensing Requirement for orientation and **ALL** training hours. **PDR Registration/Up-date must be completed 48 hours after the first day of work, 24 hours for currently employed staff.** It is the joint responsibility of the Director and employee to ensure that the Orientation requirements are met within the first twelve weeks, (3 Months) of employment and that all information is recorded on the Staff Orientation Log.

All new employees are oriented to the Show Me Love Learning Academy policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers first 90 days. The 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the Director for further explanation or clarification of policies at anytime. It is each staff member's responsibility to uphold center expectations at all time.

The orientation program covers all of the following:

- Review of Center Policies
- Training in emergency procedures, including the operations of fire extinguishers.
- First Aid procedures
- Job responsibilities and any other duties as assigned.
- Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling body fluids
- Review of child abuse and neglect laws and reporting procedures.
- The procedure for ensuring that all of Show Me Love Learning Academy employees know the children assigned to their care at all times.
- Child management techniques.
- The integrity of children with disabilities into the program
- Confidentiality policies

Training Hours toward Professional Development

Bright From the Start Licensing regulations mandates that each employee completes 10 clock hours of training, for each year of employment and
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SMLLA requires an additional 20 training clock hours each year of employment, this is a total of 30 clock hours of training that has to be taken each year that you are employed at SMLLA. In your first year of employment, you have 8 weeks from the date of hire to complete a total of 30 Clock hours of Training, each year after all Training must be completed on or before April of each year. It is the responsibility of the employee to fulfill the training requirement each calendar year for the State of Georgia training and the Academy, all training is **mandatory**. *If an employee does not complete his/her required training hours, s/he is will be taken off of the clock and listed ineligible to work until the training hours are completed. If all hours are not completed within 48 hours, the employee will be terminated due to failure to follow instructions. (Reference Point, Page 18 #9 listed under Grounds For Immediate Termination) The employee will also forfeit any reimbursement entitlements; s/he then becomes financially responsible for all classes that must be taken to continue to hold their position at the Academy.* In order to help employees in their professional development, SMLLA will hold in-service training sessions, we encourage employees to attend conferences and seminars directly related to their professional responsibilities and provide opportunities for professional consultation.

Requests for time off and reimbursement related to professional training must be submitted in writing to the Director 3 weeks in advance, this request must receive approval. The Academy will grant such requests for training deemed appropriate at the Director's discretion, in order of receipt, to the extent that back-up staff and budgeted funds are available. SMLLA makes no assurance that budgeted funds will be available for any reimbursement request. In the event that funds are not available, the employee will assume the expense. Documentation of course completion must be submitted to the Director. If a teacher does not complete a course for which s/he has requested financial assistance, s/he will not receive funds from the Academy.

Certification Training in CPR & First Aid

It is Show Me Love Learning Academy's policy that **all** employee's are required to be certified annually in Cardiopulmonary Resuscitation (CPR), and each employee is required to be re-certified every two years in First Aid and Cardiopulmonary Resuscitation (CPR) training. The Academy will assume the full price of this expense, **if an employee does not maintain his/her certification, s/he becomes ineligible to work. (Please reference page 12, Training Hours towards Professional Development)**. If the employee fails to attend the scheduled Cardiopulmonary Resuscitation (CPR) training and First Aid class, ***the employee will become financially responsible for all classes that must be taken to continue to hold their position at the Academy.***

Continuing Education

In order to encourage and reward staff for continuing their education, the Director will evaluate employees' credentials as they are received and review for possible salary increases accordingly.

Holiday Leave

Hourly and part-time employees will not receive pay for these holidays. An annual calendar as determined by management is prepared in January and distributed to parents and staff with the following scheduled holidays:

- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ Martin Luther King Jr.'s Birthday
- ◆ President's Day
- ◆ Good Friday
- ◆ The Friday of Spring Break Week
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Veterans Day
- ◆ Thanksgiving—2 days
- ◆ Christmas – 2 days

Benefits

Vacation Leave

Full-time employees with at least 12 consecutive months of employment will earn vacation time at the rate of ½ day per month (2 hours per pay period and 1 hour for 5 shifts worked), beginning with the employee's first paycheck. **(A day of vacation time will be defined as the employee's usual work day, up to 8 hours – i.e. if the employee works a regular 8 hour day, h/she will accrue 4 hours per month).** Part-time employees do not earn vacation time. Full-time employees will receive annually an additional one day of vacation time for each full year of service, up to a maximum of 80 hours per year, to be added to their accrual on their anniversary date of employment. Vacation can accumulate up to a maximum accrual between 40 and 80 hours of vacation time based on tenure. Vacation may not be taken in advance of being earned. Staff personnel are required to request vacation time in writing (See Request for Leave Form) at least two weeks in advance so that the Director can address staffing issues. If the employee fails to present the Director with a two-week advance written request for vacation time, then the vacation may not be granted. Because of the importance of adequate and consistent staffing in providing quality care for the children, the Director may limit the number of people taking vacation at the same time at his/her discretion. Vacation time is not intended to be used for sick days, and shall be used only for pre-approved time off. Employees are strongly discouraged from taking any time off during the last two weeks of August and the first two weeks of September each year, because these are important transition times for children into their new classrooms. It is crucial for teachers to be in their classrooms to establish those initial bonds. Therefore, time off during this period will only be allowed at the director's discretion. Every effort will be made to schedule vacations in such a way that time off **will not pose a hardship** to any staff member. All employees must use **all** accumulated vacation, or sick time yearly, SMLLA will not roll over any unused time on books.

Sick Leave

Full-time employees that have been employed for 12 consecutive months with Show Me Love Learning Academy will accrue sick leave at the rate of 2.6 per month (1.3 hours per pay period) beginning with their first paycheck. Part-time employees will not receive paid sick leave.

Sick leave may only be taken for legitimate illness, illness in the immediate family and medical appointments.

Employees using more than three consecutive workdays of sick leave must be prepared to provide a doctor's statement concerning the nature of the illness and necessity of absence. A doctor's note is also required if the sick day is taken the day immediately before or after a holiday or scheduled vacation. Taking sick leave as "vacation time" for reasons other than illness is not acceptable. Accumulated sick leave is not payable upon employment separation.

It is the responsibility of the employee to notify the Director as early as possible when taking a sick day. The employee should notify the Director or Assistant Director during the Director's absence from the Academy the night before of the sick day being taken. If the employee fails to notify the Director by the specified time, a written reprimand will be placed in the employee's personnel file. If more than two such reprimands are placed in the employee's file during a year, the employee's employment status will be reviewed by the Director. A third failure in a year to timely report to the Director the use of a sick day shall result in the imposition of a three-month probationary period, and/or Termination.

Leave of Absence

Leave of absence will be granted at the discretion of the Director and the approval of the management staff. Leave of absence is defined as leave without pay due to an employee's personal or family necessity. Leave of absence will only be considered for an employee with at least 24 months of employment. The employee cannot have a high rate of absenteeism or a history of consistent tardiness. The employee cannot have any recorded personnel or performance problems during the previous year.

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The employee record should display above average job performance. The employee must personally present his/her request to the management. Under no circumstances may leave of absence exceed three months. Leave of absence may only be taken when the employee has exhausted all vacation and sick time. No benefits will accrue during a leave of absence.

Family & Medical Leave

The Family & Medical Leave Act of 1993 was adopted by Congress to balance the demands of the workplace with the needs of employees and their families. Under this policy, employees may use vacation leave, sick leave, and leave without pay for absences from work due to childbirth, adoption, or a serious health condition of the employee or an employee's spouse, child or parent. A physician's certification is required if a serious health condition is involved. The employee's job (or an equivalent position) and benefits are protected while the employee takes leave under this policy.

An employee who has worked at SMLLA for at least 12 consecutive months without a break in service and who worked at least 20 hours per week during the previous 2-month period is eligible for up to 12 work weeks of leave under this policy in any 12-month period for the following reasons:

- ◆ The birth of a child and to care for the child following birth, so long as the leave is taken within 12 months of the birth of the child
- ◆ To care for a child placed with employee for adoption, so long as the leave is taken within 12 months of the placement, but not to begin more than one week prior to receiving custody of a child under age five.
- ◆ To care for an employee's child, spouse or parent, where that child, spouse or parent has a serious health condition
- ◆ Because the employee has a serious health condition that makes an employee unable to perform the essential functions of the employee's position.
- ◆ Prior to returning to work following childbirth, an employee must furnish a doctor's statement, specifying that she is physically able to perform her job duties. The Academy will provide the employee's doctor with her job description if necessary.

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- ◆ Employees requesting leave related to any medical condition concerning the employee or family members **will be required to provide a physician's statement** verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be provided before the leave time can be granted.

FML as it relates to adoption:

- ◆ The natural mother may use accumulated sick leave, annual leave, leave without pay or a combination during the actual disability caused by pregnancy and childbirth. A doctor's statement verifying the period of disability is required. The natural mother may request annual leave or leave without pay prior to and after the actual disability. An employee must request parental leave in advance and in writing. Anticipated dates for the start of and return from leave should be included, as well as the type(s) of leave to be used.
- ◆ Parental leave for a newly adopted child under age five cannot begin more than one week prior to receiving custody. For adoption, leave is limited to annual leave, leave without pay or a combination. In order to take parental leave, an employee must submit the request to the director and submit evidence of the adoption.

Funeral Leave

Bereavement time is time lost due to death of an immediate family member, including parent, spouse, child, brother, sister or a spouse's parent. We understand that these are times of difficulty but please be prepared to provide proof of death in family; such as obituary.

Child Care provided to employees

Show Me Love Learning Academy does not allow children to attend the Academy if their parents are employed with us. This allows a stress free work and learning environment for all involved.

Employee Children (Not Enrolled)

All employees should make appropriate advance arrangements for their child(ren) care during their scheduled work hours. Children may **not** stay in any classroom or remain unsupervised at the Center. On planned school vacations, school age children (up to 12 years old) may attend Show Me Love Learning Academy's after school program, for a nominal fee, provided space is available and arrangements have been made with the Director.

Meals

Your own meals are to be eaten in the Staff Lounge, not in any classroom at any time. **You are to clock out for your lunch break unless otherwise authorized by management.**

When the center is serving family style meals, staff is expected to participate by eating with the class during mealtime in order to model appropriate behavior, nutritional choices and manners, eating the lunch served by the Academy only. You are expected to only eat the Academy's food that is offered to all children in your care while in the presence of children. If you bring food from home or order out, please consume such food on your break away from the children. You would not want someone to eat something that smells delicious in your presence and not offer to share the food with you. Always avoid drinking hot beverages around the children to avoid possible burns. Any beverages other than those being offered to children must be consumed from a **unmarked** (no fast food or restaurant cups) closed container and kept away from children. **(Please remember to keep respect for all of the children in your care).**

Use of Equipment and Vehicle

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property employees are expected to exercise care, perform required

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maintenance and follow all operating instructions, safety standards and guidelines. In the event that the equipment or vehicles need repairs, it is the employee's responsibility to report it to management. Failure to report this information to management may result in disciplinary actions.

No Solicitation / No Distribution

In order to avoid annoyance to our employees and interference with our operation, no employee is permitted to distribute literature or solicit other employees for any purpose on the Academy's premise during working hours. The Academy's premises include all areas where employees perform their assigned work tasks. Working hours includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Show Me Love Learning Academy presents to parents, children, visitors and guest. Our philosophy is to provide a culture that allows staff to dress in the uniform which presents a neat, businesslike appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of wearing the uniform appropriately. With that in mind, the following dress code will be implemented and enforce at all times.

All employees should wear the appropriate tops and bottoms, (khaki, Mon.-Thurs. and Denim on Fri.) to include the following:

- **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety haphazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- **Shoes** must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate to the situation. Open toe or open heel shoes are not recommended for safety reasons (**No Flip- Flops**).
- **Clothing** should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is

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part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Jeans, shorts, or Capri's are allowed; however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel.

Visitors

A variety of visitors enter our building each day. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children, employees should notice that all visitors identify themselves. Employees should politely inquire into the purpose of the visit and redirect the visitor to the Director or Assistant Director. Suspicious persons or activities should immediately be brought to the attention of the Director.

Staff Guest

All personal visitors should be scheduled during the employee's break time and restricted to lobby area until staff member is available. If an employee's child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent's classroom take precedent.

Coaching Meetings

At Show Me Love Learning Academy we will also support all employees with on-going and regular coaching meetings to address any employment issues at which performance concerns may be addressed (on an as needed basis). These may also come in the form of staff meetings after regular work hours have ended. All employees are strongly urged to attend all staff meetings when announced. All employees are expected to attend Mandatory Staff Meetings. Failure to attend mandatory staff meetings may result in disciplinary actions, up to termination.

Payroll

Paychecks

Paychecks are distributed biweekly on Friday after each pay period. Your management team will distribute paychecks by noon or no later than the end of the day on the designated days. You have an option for direct deposit, which will be deposited, in your bank account by the morning of

payday. (Pay dates may be subject to change depending on needs of the Academy).

Pay Deductions

State and Federal law requires that Show Me Love Learning Academy make certain deductions from every employee's compensation. Among these are applicable federal taxes. Show Me Love Learning Academy also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base".

How Does This Works?

Show Me Love Learning Academy matches the amount of Social Security taxes paid by each employee. (If you have questions concerning why deductions were made from your paycheck or how they were calculated, your Director can assist in getting these concerns answered.

Employee Status

Full-time employees have a basic schedule of 40 hours per week with a 1 hour lunch break. Part-time employees have a basic schedule of between ten (5) and thirty nine (39) hours per week.

Staff Schedules

All staff schedules are assigned by management. Hours of work are subject to change due to enrollment, by Directors to meet the needs of our families and the Academy. Any requests for days off must be given in writing **two weeks in advance** for approval. Any request for special days for consideration at the last minute will be honored whenever possible and when coverage is available, **last minute request may be denied**.

Point System

Each employee starts off with 6 points for the year. You cannot regain a point back that you have lost until 364 days from the time of occurrence. Employees will lose 1 point per absence and .5 points for coming in late or leaving early. Once you have used all 6 point you will be terminated.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

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- Absence without a leave authorized by the Director of Show Me Love Learning Academy.
- Failure to report to work or from lunch breaks.
- Out of points.
- Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.

Note: Such resignation will result in immediate termination, and will render the employee ineligible for rehire by Show Me Love Learning Academy.

All uniform shirts must be returned before the employee's last check will be issued. Management will deduct the cost of unreturned uniform shirts or sweaters from the employee's final check. Employees that are terminated for violation of the policies and procedures in this Employee Handbook may be denied unemployment benefits.

Time Keeping

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and State laws require Show Me Love Learning Academy to keep accurate records of time worked in order to calculate employee pay benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write-in calendar. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons when applicable.

Note: Altering, falsifying, tampering with the time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Show Me Love Learning Academy Employee Benefit Summary

1. Earn 1/2 day of vacation leave per month.
2. Six days of sick time per year to a maximum accumulation of 30 days

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3. Employee Leave of Absence and Leave for Death in Family available.
4. Tuition reimbursement for training and development.

Benefit Milestones

Upon Employment

- ◆ Tuition reimbursement for continuing education

With One Year of Continuous Service

- ◆ Family/Medical Leave available
- ◆ Vacation (40 hours, 1 Week)
- ◆ Sick Leave

With Two Years of Continuous Service

- ◆ Leave of absence possible

Staff Regulations

When a group of people are working together, it is necessary to have a common rule of conduct so that the actions of one individual will not be detrimental to other staff persons or the Academy. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here and to ensure that all staff work under the same conditions.

Expectations

- Each employee must receive required training hours as established by the State of Georgia, including yearly CPR and Fire Safety training ECT.
- Each employee must receive required training hours as established by Show Me Love Learning Academy and its Directors.
- Be in Uniform Monday – Friday
- Be a team player.
- 1 Saturday out of each quarter of the year will be set aside for Staff meetings and Planning time.
-

Grounds for Immediate Discharge

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and may result in immediate discharge without warning. This list is not intended to be all-inclusive because the Academy reserves the right to discharge any employee based upon the needs of the Academy.

1. Striking or abusing a child, endangering the life of a child, humiliating a child, using abusive language toward any child, withholding food from a child as punishment, or any other violations of the Behavior Management Policy.
2. Leaving your classroom unattended.
3. Leaving a child unattended.
4. Abuse or inconsiderate treatment of parents, staff or visitors.
5. Unauthorized removal of property.
6. Unauthorized removal or alterations of records or unauthorized divulgence of confidential information regarding children, families or the Academy.
7. Refusal to perform assigned work.
8. Not performing assigned duties.
9. Failure to follow written or verbal instructions.
10. Gross carelessness or negligence.
11. Willful destruction of property.
12. Sleeping during working hours.
13. Coercing or inciting others to limit work performance or engage in any practice in violation of Academy's rules.
14. Negative comments about Show Me Love Learning Academy Incorporated to anyone about the Academy, Management or any other Staff member. Please read our problem and solution section()
15. Unauthorized absence(s). The employee must obtain permission from the Director to be absent. You must submit a Time Off Request Form to a member of management at least 7 days before time needed
16. No Call, No Show is considered Job Abandonment and you will be automatically terminated.
17. Not maintaining required credentials, training as stated in the Academy's time line, please reference page 12, Training Hours towards Professional Development.

18. Falsification or alteration of any Academy record such as a timesheet, vacation and sick time taken, or training course completion.
19. Any type of substance abuse while working at SMLLA.
20. Reporting to work in an impaired state.
21. Theft of Academy's, clients/children's, or another employee's property.
22. Not reporting to work on time. If you report to work at after your scheduled time, you are late.
23. Not working your scheduled work hours. If you miss more than 4 days within your 2 weeks pay period your time off will be reviewed and you could be terminated.
24. Not taking your lunch time as scheduled.
25. Failure to report any incident/accident to management.

Other Rules

In addition to the basic rules listed above, there are other rules which require disciplinary action if violated. These rules include (but are not limited to) the following:

1. **Work Time:** Work time is for work. Any conduct which interferes with work time will not be tolerated. Also, staff will not be permitted to leave work areas during work time without the permission of their supervisor. Please **DO NOT** leave your room unattended at any time. Work time does not include recognized breaks.
2. **Customer Services:** Any person, (parent, child, or new clientele), that walks into your space shall be greeted with a warm welcoming voice. When a person leaves, (parent, child, or new clientele), you should always acknowledge them, with words of departure.
3. **Work Performance:** Employees are expected to put in a fair day's work. Unsatisfactory work, poor performance, producing work below standard, loafing or excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizing children and other staff is not permitted.
4. **Care:** All children, parents and visitors should be treated with kindness, friendliness, patience and respect. **Staff should refrain from gossip, loud talking and other unnecessary noise, and forms of conduct that could disturb the program and distract from the professionalism of the Academy.**

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5. **Confidentiality:** It is contrary to the interest of the Academy and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside the Academy. Inside the Academy, such information should be discussed only when it will benefit the care we offer the children and the parent. Refer any inquiries on children, their performance and parents to the Director.
6. **Absenteeism or Tardiness:** Staff is expected to have a regular attendance record. Excessive, habitual and unauthorized absence and tardiness are disruptive to the care of the children and creates a burden on other staff members. The act of calling does not in itself constitute an excuse for an absence; the reason for your need to be absent must be given, and documentation must be provided upon returning to work to confirm your absence. If the Director is not available, the Assistant Director must be contacted. Please call 770-944-9100 until the phone is answered. The following is not acceptable and could be cause for immediate termination: Leaving a text message, Calling or texting a co-worker, Texting or leaving a message without speaking to a manager directly. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including termination. Absences due to illness, children illness, or family emergencies must be called in **at least two hours** before employee is scheduled to work. If you are an opening staff, you must contact management the night before, as this will allow arrangements to be made to ensure that the Academy's doors open and we do not run the risk of losing clients. Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises. Staff must be in their classrooms on their job, ready to perform assigned tasks at their assigned starting time.
7. **Security & Safety:** Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions such as liquid, food, paper, extension cords on the floor, or any other condition which could cause an accident. If staff is unable to correct unsafe conditions or fire hazards, they are required to report them to the Director immediately. All accidents must be reported in writing immediately on Academy Incident Journal or Incident Report as

well as informing the Academy's Director. Employees must be familiar with and adhere to the Academy's Allergy Policies.

8. **Fire Rules:** It is the responsibility of all employees to understand their role in an emergency. This includes understanding and familiarization with the location and operation of fire extinguisher, reporting a fire to the fire department, and knowledge of evacuation plans and all fire exits.
9. **Smoking:** Employees may smoke only during designated breaks off of the grounds of SMLLA, out of view of the children. If you are a smoker, please use a jacket that will cover your clothing when smoking, this will keep all smoke residues off of you, and will not transfer to children or staff members.
10. **Food and Beverages:** Discreet drinking of non-alcoholic beverages is allowed in the classroom with the stipulation that it is not at in a fast food cup, and at the child's level, please place your drink in a secure place approximately four feet from the floor. Eating the same food with the children during mealtimes and special events is permitted and encouraged for role modeling, socialization and encouragement to try new foods; however, teachers must be aware of children with food allergies in their space and not expose children to foods that might cause an allergic reaction. Teachers are expected to eat their lunch on their lunch time only, not in their class room after their lunch time is over. Staff members must refrain from eating their lunch after their designated lunch time. Please feel free to use the Staff Break Room located in the Main the Building.
11. **Telephone calls:** In order to keep Academy's phones lines free to conduct business, the use of phones for personal reasons should be limited to emergency situations **ONLY**. Telephone messages will be taken and left on the employee board. **Cell Phones:** The care, safety and service employees provide to parents and children are of the utmost importance; therefore, cell phones **shall not be used by staff while performing assigned job duties for any reason, at any time**. The Academy will not tolerate **ANY** usage of cell phones, nor will it be liable for the loss of personal cellular phones brought into the workplace. **(NO Cell Phones.)**
12. **In-service Training:** It is the responsibility of the employee to complete their training hours of in-service training by the required dates as determined by the Director as well as Bright from the Start. Arrangements will be made by the Director as to when

training will take place. ***If an employee does not complete their required training hours, he/she becomes ineligible to work. Employees' must then follow the rules on listed under Training Hours toward Professional Development on page 11 of this handbook.***

13. **Computer and Information Security Policy:** The following applies to the use of the Academy's computer and communications systems. These systems include computers, software, telephone and electronic mail systems. The Academy provides these systems to support its mission. Although limited personal use of the systems is allowed, no use of them should ever conflict with the primary purpose for which they have been provided, the Academy's ethical responsibilities or applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the Academy's computers and communications systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the Academy. The Director may inspect and monitor data at any time. No individual should have any expectation of privacy for messages or other data recorded in the Academy's systems. This includes documents or messages marked "PRIVATE," which may be inaccessible to most users but remain available to the Director. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

The Academy's systems shall not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Similarly, the Academy's systems shall not be used to solicit or proselytize for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes.

Security procedures in the form of unique user sign-on or identification passwords have been provided to control access to the Academy's host computer system, networks and voice-mail systems. The following activities, which present security risks, are prohibited: attempts to bypass or render ineffective security facilities; sharing passwords between users; browsing document

libraries unless there is a legitimate reason to do so; making changes or modifications to the hardware configuration or standard software configuration of computer equipment unless specifically authorized by the Director; accessing unauthorized data and/or systems; and/or downloading computer games on Academy computers; loading unauthorized software on Academy computers. Questions on this policy can be addressed by the Director.

14. **Internet Acceptable Use Policy:** Access to the Internet is provided to employees when there is a necessity and the access has been specifically approved to support the Academy's mission. No use of the Internet should conflict with the primary purpose of the Academy, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Disciplinary action up to and including dismissal may result if guidelines are not followed. The Director may monitor Internet usage by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her use of the Internet. In addition, the Director may restrict access to certain sites that s/he deems unnecessary for business purposes.

The Academy's connection to the Internet may not be used for any of the following activities: to access, create, transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs; to access, send, receive or solicit sexually-oriented messages or images; downloading or disseminating copyrighted material; to download software; to transmit personal comments or statements through e-mail or to post information to newsgroups that may be mistaken as the position of the Academy; to disclose confidential information through Internet e-mail or newsgroups; to download personal e-mail or Instant Messaging software to Academy computers; to send or participate in chain letters, pyramid schemes or other illegal schemes; to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes; or to endorse

political candidates or campaigns. Questions on this policy can be addressed by the Director.

15. **Sexual Harassment Policy:** The Academy is committed to creating and maintaining a workplace free of sexual harassment. Improper conduct in the workplace is inappropriate and will not be tolerated. This conduct includes:
 - a. Expressed or implied requests for sexual favors as a condition of job retention, promotion or other benefit of employment
 - b. Unwelcome physical contact
 - c. Harassment or other behavior (such as telling sexually explicit jokes, improper suggestions, graphic or descriptive comments or discussions about an individual's body or physical appearance, degrading verbal comments, offensive sexual flirtations and intimidation).

Any complaints of harassment should be referred immediately to the Director. All investigations will be conducted on a confidential basis, and at no time will the complainant be retaliated against. Appropriate disciplinary action (up to and including dismissal) will be taken when warranted. False complaints will not be tolerated and may lead to disciplinary action (up to and including dismissal) against the false accuser.

16. **Protection from Retaliation Policy (Whistleblower Protection Policy):** Any employee who suspects that any employee or board member has conducted a financial impropriety or misused the Academy's resources—including funds, materials or staff time—is encouraged to communicate this to the Director or the Chair of the Board of Directors. If the suspected impropriety is by a Board member or the Director, the report should be made to the Chair or the Vice-Chair of the Board. If the suspected impropriety is by a staff member, the report should be made to the Director. The report can be made verbally or in writing. Information about who reported the potential abuse will be kept confidential. The Academy's, Director, or Director shall not take any retaliatory action against any employee who reports any potential abuse in accordance with this policy.
17. **Drug- and Alcohol-Free Workplace:** The unlawful use, possession and/or distribution of a controlled substance (drugs and alcohol) are prohibited at the Academy. Any abuse of this policy shall be reported to the Director immediately.

18. **Workplace Violence Policy:** The Academy is committed to providing a safe & healthy workplace for all employees. To that end, it is the Academy's policy that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, child, parent, vendor or visitor, including but not limited to physical attack, intimidation, threats or property damage, will be cause for disciplinary action up to and including dismissal. Prohibited acts of workplace violence include threats, intimidation, physical attack or property damage. A **Threat** is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstances will be considered. **Physical Attack** is unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting. **Intimidation** includes but is not limited to stalking or engaging in actions intended to frighten, coerce or induce distress. **Property Damage** is intentional damage to property owned by the Academy's students, Academy's employees, vendors or visitors to the Academy. A **Weapon** is any object used to attack or intimidate another person. This policy covers every employee of the Academy, full-time and part-time, permanent and temporary, and anyone in an employment capacity with the Academy. It covers such employees while engaged in any activity related to their employment with the Academy, whether on Academy property or elsewhere. An employee who believes that s/he has been the target of workplace violence should report this to the Director. **In emergency situations the employee should call 911.** It is the Director's responsibility, when notified, to respond in a prompt and effective fashion. Effective response includes a full and prompt investigation, disciplinary action as appropriate and follow-up with victims and any affected staff. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Any report of violence will be handled in a confidential manner, with information released only on a need-to-know basis. Employees who act in good faith by reporting real or implied violent behavior

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or violations of this policy will not be retaliated against or subjected to harassment. Deliberately false or misleading reports of violence under this policy will be handled as incidents of unacceptable personal conduct and the employee making such false or misleading reports will be subject to disciplinary action under the Academy's disciplinary policy.

19. **Corporal Punishment** – is the inflection of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child. **(This will not be tolerated at all).**
20. **Personal items-** Show Me Love Learning Academy will not be responsible for any personal property, please keep all personal items, purse, money, phones, & tablets in your car. Please label all of your personal items with your name. If for any reason you have to bring any of your personal items into the Academy, it is your responsibility to keep up with your personal items, and keep them away from all children at all times.

Guidelines for Corrective Action

STEP 1: In the event of a violation of any rule (other than the rules that may require immediate discharge) in the first instance, the employee is to be verbally counseled by the Director to clarify what actions or behaviors are being questioned, which rule or practice was not followed, why the rule exists and the need for compliance. The Director will document this interaction.

STEP 2: In the event of a second violation of any rule, the staff person will be counseled by the Director and a written report of the incident will be placed in the employee's personnel file. A written notice of the probationary status will be given to the employee, and a copy will be placed in the employee's personnel file. It will be explained to the staff person that continued violation of Academy's rules will result in termination.

STEP 3: In the event there is a third rule violation of any rule within one year of the second occurrence, the employee may be terminated. A notice of termination will be placed in the employee's personnel file, to be signed by the employee. If the employee refuses to sign the notice, a notation to that effect will be placed on the form and signed by the Director.

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As these guidelines are implemented, the Director will be called upon to use his/her judgment regarding the severity of the offense, length of service of the employee, the attitude and intent of the employee to correct his/her performance, and any mitigating circumstances.

Additional Reasons for Discharge

Occasionally there may be staff members who fail to respond to the intent of this policy and continue non-compliance past the time periods contained in the above paragraphs. The following are additional guidelines for discharge.

1. After two (2) written notices or warnings for any cause in a period of one year: the employee may be terminated for the third offense.
2. After three (3) notices or warnings in a two-year period: the employee may be discharged on the fourth offense.
3. After four (4) written notices or warnings during a staff person's employment, the staff person may be terminated on the next offense.

Problem Resolution

The Academy's policy is that each employee continuously receives fair treatment in every respect. The Academy is committed to preserving and improving cooperation and harmonious relationships among all of SMLLA's employees.

Problem Resolution Procedure

Preamble: The Problem Resolution Procedure is to facilitate finding solutions to day-to-day problems experienced by staff members. This procedure is a recommendation but does not act as a substitute for common sense and courtesy.

Step 1: If there is a problem between staff members, speak with the individual involved. Do not assume someone will not respect your wishes until you have given them a chance.

Step 2: If the problem cannot be resolved with the individual involved, raise the problem with the individual's supervisor or your supervisor.

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Step 3: If the problem cannot be resolved by either Step 1 or 2, the matter should be discussed with the Director for final resolution.

Resignation and Termination Procedures

Each employee is employed "at will", and subject to the policies and procedures set forth herein, is subject to termination by the Director at any time for any reason, including without limitation, failing to perform required duties, failure to provide quality performance, breach of operating rules and staff regulations, breaking a rule that may require immediate discharge (refer to Grounds for Immediate Discharge), or for other reasons that are not prohibited by state or federal law or regulations.

All employees will be counseled where there is a deficiency in performance. The Director will be available to discuss an employee's performance problems and assist the employee to solve such problems whenever possible.

Should an employee be terminated, s/he will be informed of the reasons for dismissal and will have the opportunity to discuss the reasons with the Director. In addition, s/he **will not be paid** for any unused vacation leave or sick time. Section 34-8-194 (2) (A) of the Employment Security Law says that you cannot be paid unemployment benefits if you were fired from your most recent employer for not following your employer's rules or orders. In addition, you may not be paid unemployment benefits if you were fired for failing to perform duties for which you were hired, if that failure was within your control. You also cannot be paid benefits if you were suspended for any of these same reasons.

A SIGNED COPY OF THIS FORM WILL BE PLACED IN YOUR EMPLOYEE FILE



This copy must be signed and given back to Show Me Love Learning Academy's Management Team within 3 days of receipt; this allows you time to read its very important contents. If the form is not signed and dated within 3 days after receipt you will be removed from the clock, and ineligible to work until this form is signed, dated, and personally turned- in to a member of management

Employee's Social Security Number _____

D.O.B. _____

I _____, have read Show Me Love Learning Academy's Personnel Policy and Procedures Manual in it's entirety on _____ 20____.

I understand that I am expected to follow and abide by the Personal Policies and Procedures stated in this Manuel.

I also understand that failure to do so may result in termination.

Staff Member's Signature _____ Date _____

Director's Signature _____ Date _____



This copy must be signed and given back to Show Me Love Learning Academy's Management Team within 3 days of receipt; this allows you time to read its very important contents. If the form is not signed and dated within 3 days after receipt you will be removed from the clock, and ineligible to work until this form is signed, dated, and personally turned- in to a member of management

Employee's Social Security Number _____

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I _____, have read Show Me Love Learning Academy's Personnel Policy and Procedures Manual in it's entirety on _____ 20____.

I understand that I am expected to follow and abide by the Personal Policies and Procedures stated in this Manuel.

I also understand that failure to do so may result in termination.

Staff Member's Signature _____ Date _____
Director's Signature _____ Date _____

Please return this signed copy to management on or before _____ Your 2nd Day of Work
This form will be placed in your file employee file as a record that you
have received and read the contents of Show Me Love Learning
Academy's Handbook.

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