



MILESTONE
ACADEMY

Employee Handbook

Welcome to Milestone Academy! The following pages contain information regarding many of the policies and procedures of Milestone Academy, As a staff member of the center you are obligated to help develop the children in their early childhood stages.

The policies and procedures outlined in this handbook will be applied at the discretion of Milestone Academy and Milestone Academy reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time.

Milestone Academy values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Center Administrators.

Greeting Parents and Children

The room will be set up by the teacher and staff before the children arrive so that a staff person is nearby to greet each child as they arrive. If you need to come in early to accomplish this task, then do so. Please remember, scheduled times to be with children are not times to prepare the class. All children must be escorted to and from the classroom by an adult. We require parents sign in their child at arrival time and sign out when the child is picked up. Parents need to allow enough time to assist their child into the classroom. It is important that parents establish a healthy and smooth good-bye routine. Every teacher, assistant, and staff member must greet each child with a pleasant comment when he/she comes into the room, and/or leaves for the day to develop a rapport with the parents. Be friendly and helpful. Make everyone feel welcomed in the classroom. Relay positive information about the child to the parent on a daily basis. Keep exchanges short.

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Standard Employment Practices

At Will Employment

Milestone Academy does not offer tenured or guaranteed employment. Unless Milestone Academy has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by Milestone Academy at any time, including after the evaluation period.

Equal Employment Opportunity

Milestone Academy is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Center Director. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Sexual and Other Unlawful Harassment

Milestone Academy will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of Milestone Academy for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Any employee who believes that he or she is being unlawfully harassed should immediately contact the Center Director.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

Evaluation Period

During the first three months of your employment with Milestone Academy, you will be in an "evaluation period." During this time, the Center Administrators will continually evaluate your performance and compatibility with Milestone Academy. Should your performance not meet the standards set forth by Milestone Academy or your director, your employment will be terminated. Prior to termination you may be given a chance to improve performance.

Standards of Conduct

Milestone Academy expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Milestone Academy work environment, you should discuss such behavior or actions with the center Administrators.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by Milestone Academy and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Milestone Academy employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with Milestone Academy's disciplinary policy.

Personnel File

Milestone Academy keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Center Director & Assistant Director. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Center Director during normal business hours. No employee may alter or remove any document in his or her personnel file.

General Policies and Procedures

Orientation

In accordance with federal law, new employees will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose. Our payroll company will have all necessary forms available to you.

New employees may also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file.

Reporting Changes

You are responsible for promptly notifying the Office Manager of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files.

Job Classifications

Employees are also classified within one of the following three statuses:

- (1) Administration Staff- Full Benefits
- (2) Full-time: any employee that is regularly scheduled to work 30 hours a week or more. Lead Staff Benefits only
- (3) Part-time: any employee that is regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for standard company benefits.
- (4) Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits

Pay Periods

All employees are paid bi-monthly. Paydays are the 5th & 20th of each month, if the date falls on a holiday or weekend, employees will be paid the day before the holiday or weekend.

Hours of Work

Milestone Academy's standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may not deviate from the company's hours of work, unless the administration specifically approves a request.

Breaks

Milestone Academy administrators determine appropriate breaks and lunches per their needs. Typically, employees working for more than four consecutive hours are provided with a meal break of between 30 and 60 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the business processes of Milestone Academy. If an additional break is needed, employee must notify front desk.

Time Keeping

Employees are required to sign in and out of the computer, logging time-in, time-out and any non-compensated breaks. In cases where the time clock is out of service or unavailable employees will write their time down on a sheet and have it signed by an administrator. It is strictly forbidden for an employee to sign another employee in or out. Each employee must check their time card every day. If you forget to clock in or out a change request form must be filled out within 24 hours of the time forgotten, and signed by administration then placed into the Center Directors in-box. Failure to do so will result in no compensation, due to the fact we cannot be accountable to remember when you checked in or out.

Employees must also check out immediately when told to. No extended hours will be paid.

Overtime

There is NO unapproved overtime allowed at Milestone Academy. If your hours are getting close to overtime...you MUST inform the centers administration immediately prior to overtime beginning.

Salary Increases

Salary increases are based on performance, enrollment and the overall status of the center. All salary increases are at the discretion of the Center Director and the corporate office. Wages are Never to be discussed with other employees. Discussing your wage to another employee or asking another employee about their pay rate is grounds for immediate termination.

Payroll

Payroll Company has been retained to issue all payroll checks, and make the necessary deductions according to your paper work on file. Any questions please see Center Administrators.

Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Performance Reviews

Every Milestone Academy employee will be subject to a performance appraisal at least once a year. The Center Director or Assistant Director will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of Milestone Academy. If you are consistently late or excessively absent, Milestone Academy's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under Milestone Academy's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time.

If you are going to be absent or late, it is your responsibility to call the Center Administration as soon as possible, in advance of lateness. If you are absent for several days, you must notify the Center each day.

An employee who is absent for reasons other than those permitted or excused by Milestone Academy's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Availability for Work

Employees must be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you must notify the Center Administrators at least one week prior to the change.

Staff Meetings

Employees may be required to attend team/staff meetings

Holidays

The following are paid holidays for eligible employees:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

Note: Milestone Academy will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with the Office Administration to obtain approval for taking time off to observe such holidays. You must p h y s i c a l l y work a minimum of 4 hours the day before and the day after each holiday to be eligible to be paid if you are an eligible employee.

Vacations

Vacation time is offered to full-time eligible employees based on their anniversary date. Vacation time must be scheduled and approved in advance by the Center Administrators and by Milestone Academy Corporate. You will be required to fill out a vacation request form, submit the form to your director for approval. The director will approve that she can accommodate the time off with staffing, Corporate will approve if the time off will be paid. You must receive the form back from your director with both approvals (time off and pay). Milestone Academy will not carryover or pay out any unused vacation time from one year to the next.

An authorized company holiday that falls on a normal business day during your vacation will be counted as a vacation day

When given advance notice, Milestone Academy will consider requests for additional time without pay. If you have a special type of vacation in mind, talk to the Center Administrator to see if a solution can be reached.

Drugs and Alcohol

Milestone Academy will not tolerate the use or possession of alcohol or illegal drugs on the job or on company property.

Employees using or possessing alcohol or illegal drugs on company property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including discharge.

Random drug testing can be asked of you at your own expense.

Violence & Weapons

Milestone Academy takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Smoking

Smoking on premises including the Milestone Academy Child Care Center is prohibited. Employees are not to be seen smoking on or off Milestone Preschool property!

Food and Beverages

Milestone Academy sometimes has visitors in the office. The company's surroundings should always reflect a professional appearance. Staff must eat at the appropriate times with the children. Or at their lunch time and break time only. All employees are personally responsible for keeping the area in and around their classrooms clean and presentable. No food is allowed in the classrooms teachers may have a drink but it must be kept up and away from the kids. In addition the drink may only be in a thermos type container ONLY.

Visitors

Only customers and authorized visitors are permitted at Milestone Academy. This includes unauthorized sales persons, or those collecting for charitable causes. This is to protect the company from theft or frivolous lawsuits.

All visitors must enter through the reception area and receive a name badge. Any employee that notices an unauthorized visitor in the lobby or parking lot should notify the Center Director immediately.

Telephone Use/Cellular phones

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at Milestone Academy's expense. Cellular phone use is prohibited in the classrooms. Cellular phones are to be utilized on breaks and lunches. Phone calls must be made in the break room only. Cell phones may not be kept in pockets or on the staff, please keep your cell phone in your purse or away with your personal belongings.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Milestone Academy and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under Milestone Academy policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized company representative. All pass codes are the property of Milestone Academy and may be used by Milestone Academy to access electronic and telephone communications at any time. Milestone Academy reserves

the right to monitor any electronic, telephone, or other communications made using Milestone Academy systems or property.

Use of Company Property

All company workspace, including file cabinets and lockers are the property of Milestone Academy and must be available to management at all times. The use of personal locks on any company property is strictly forbidden. No company property may be used to house personal files or items. No company equipment, including computers, photocopiers or printers may be used for personal business.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Milestone Academy does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to Milestone Academy. Milestone Academy is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify the Center Director if they believe there is a safety issue that should be addressed. Teachers are required to document any issue.

Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to the offices. The last employee to leave the office at night is responsible for making certain that all doors and windows are locked.

Confidential Information

Milestone Academy requires that employees do not disclose information held to be confidential by Milestone Academy. Any questions about this policy should be addressed to the Center Director.

Competing Employment

Due to the highly competitive nature of the industry in which Milestone Academy is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to Milestone Academy's prior written approval, you may work for other businesses during the course of your employment with

Milestone Academy; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the business or services of Milestone Academy; (ii) use any Milestone Academy resources including, but not limited to, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non- Milestone Academy work; (iii) perform any non-Milestone Academy on Milestone Academy premises; or (iv) perform any non-Milestone Academy work during normal business hours.

Employment of Relatives

Employment of relatives is not prohibited by Milestone Academy, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the workflow or processes of the company.

Dating in the Work Place

Consenting “romantic” or sexual relationships between a supervisor/manager and an employee or between employees may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and The Company. Any such relationship may, therefore, be contrary to the best interests of The Company.

Accordingly, The Company strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee or relationships between employees and clients or vendors) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, The Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment. The policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s or employees refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee or between employees and vendors should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager/employee promptly to disclose the existence of the relationship or occurrence to their supervisor. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The Company recognizes the uncertainty of and the variety of meanings that can be given to the term “romantic”. It is assumed, or at least hoped, however, that either or both parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

Upon being informed or learning of the existence of such a relationship, The Company’s Management may take all steps that it, in its discretion, deems appropriate. At no time

would this be allowed from a supervisor/manager.

In addition, and in order for The Company to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to Owner.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

If you are unsure of the appropriateness of an interaction with another employee of The Company, contact owner for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify The Manager immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, The Company's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Leave Policies.

General Policies

Milestone Academy provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes Milestone Academy's leave policies in a way that Milestone Academy hopes will be generally helpful.

As with all policies, Milestone Academy reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between Milestone Academy and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact the Center Administrator. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. The Center Administrator will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. Milestone Academy reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Time off Requests

Must be filled out 2 weeks in advance of the time off needed. Fill out form and place in the administration in-box. The form will be returned to you with approve or denied, as well as an administrators signature.

Any emergency time off request that are being asked for without a 2 week notice that are granted will require proof of needed absence.

Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three days with pay (which will be deducted from the employees vacation time, if available) in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of Milestone Academy. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee.

Forced Closings and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

Worker's Compensation

Milestone Academy requires that all employees report job-related accidents or injuries to a Administration immediately, whether the accident occurred on or off company premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

Disciplinary Policies

Problem Resolution

Milestone Academy seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their administration, who will work with the employees to determine a resolution. In these instances, the decision of the administration is final.

Discipline

Milestone Academy's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by Milestone Academy in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of company policies. Correction action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

Milestone Academy considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Separation Policies

Job Abandonment

Employees of Milestone Academy that are absent for more than two consecutive days without notifying a supervisor, via a phone call only, are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to accrued vacation days, unless required by law.

Termination

Milestone Academy does not have tenure or guaranteed employment. You or Milestone Academy may terminate your employment at any time for any reason.

Termination may result from any of the following: (i) Corrective action measures, which include infractions for violation of company policies, (ii) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

Termination Process

Milestone Academy requires that employees return all documents, files, computer equipment, business credit cards, keys and other company owned property on or before the last day of work. When all company owned property has been collected, and the exit interview form is filled out completely the employee will receive his or her final paycheck, if applicable.

Employment References

Due to confidentiality considerations, Milestone Academy does not provide employment references for former employees. The director will provide dates of employment and positions held only. We may also fill out written questioners with approval for employee.

Policy for Closing the Center

It is the closing staff's responsibility to confirm that all children have been picked up before the building is closed for the day. Two staff members must always be present when a child is in the center. In the event that a child is not picked up at the closing of the center, follow these procedures:

- a) Attempt to contact the parents at work and home.
- b) If the parents cannot be reached, call the emergency contact number.
- c) If attempts to contact emergency numbers are unsuccessful, call the director
- d) If attempts to contact the director or owner are unsuccessful, and an hour has gone by, call metro at 795 3111 or Child Protective Services at 455-4430.

Parents have been notified that we must do this by law.

The staff may not at any time transport a child or leave a child unattended. It is the parent's responsibility to make arrangements for their child. Do not make yourself culpable for a child by driving the child home in your personnel car.

Sanitizing toys and equipment:

1. Furniture and Equipment should be cleaned with soap and water as needed. If any item becomes soiled with blood, vomit, spills or toileting accidents, it shall immediately be cleaned with soap water and disinfectant. When children eat at tables, the table should be disinfected before and after usage.
2. Toys shall be cleaned on a consistent basis. Staff shall place toys in a tub that contains water and disinfectant solution, or each sprayed with bleach solution and wiped down completely. Toys are then rinsed in a separate tub and allowed to air dry. Must be done daily! One shelf a day at the very minimum.
3. All cleaning agents and disinfectants are to be stored out of reach of the children.
4. When cleaning or working with any bodily fluids, staff are required to wear plastic gloves. All soiled clothing must be placed in a plastic bag. Soiled diapers or other disposable items should also be placed in a sealable plastic bag and thrown away.
6. Empty water tables after usage and rinse the water table toys in disinfectant solution.
7. At EVERY naptime and at the end of EACH day...All toys must be sprayed with bleach solution, and allowed to air dry. This removes 99% of all germs.

Discipline and Protection of Children Article XI

11.1 Unlawful Methods of Punishment:

A facility shall enhance a child's behavior through positive guidance, redirection of the child's behavior and the setting of clear-cut limits of behavior. A member, employee or other person associated with a facility

Shall not, for any reason:

1. Inflict physical punishment, in any manner or form, upon any child;
2. Verbally abuse or threaten a child;

3. Make derogatory remarks about the child or his family;
4. Threaten a child with the loss of love of any person;
5. Threaten a child with punishment by a deity;
6. Subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture; or
7. Subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child, contrary to the provisions of this section is void.

11.2 Positive Methods of Punishment:

Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:

1. Holding a child's arm to prevent hitting
2. Bodily picking up the child and removing him from the group, and:
3. Sitting with the child until he is ready to play without hitting; or
4. Informing the child in a simple, positive manner what conduct is expected (while he is in the facility);
5. Praising and recognizing a child who behaves in the expected manner; and
6. Directing a child, who is in a situation which is creating problems, to a new activity.

Reporting Child Abuse or Neglect

Child abuse can be covered under physical abuse, sexual abuse, emotional abuse, and child neglect. In an individual case there could be only one form of abuse or a combination of types of abuse. Child abuse is a serious occurrence by definition of the NRS 432B.220. It is the legal responsibility of every person including volunteers, students, or staff who has contact with a child in a childcare center to report the suspicion of child abuse. Persons failing to report the suspicion of child abuse are subject to legal action.

Chronic Disruptive Behaviors

We make every effort to work with the parents of children having difficulties in school. We are here to serve all children. Children displaying chronic disruptive behavior that has been determined to be upsetting to the physical and emotional well being of children or themselves may require the following actions:

1. Initial Consultation: The administration and teacher may require the parent of any child who attends the center to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches toward solving the problem.
2. Second Consultation: If the initial plan for helping the child does not adequately address the identified problem(s), the parent will again be required to meet with the director and teacher. Another attempt will be made to define the problem, outline new approaches to solving it, and discuss a timetable and consequences if the student does not demonstrate progress.
1. Suspension or Discharge: In very rare cases, when the previous attempts have been followed and no progress has been made towards resolution, the child may be discharged at the discretion of the director.

Snacks and Mealtime

The goals for snack and mealtimes are for children to enjoy their food, to learn to like a variety of nutritionally desirable foods, and to practice acceptable ways of eating and behaving at the table. That is why we serve lunch "Family Style" in our pre-school rooms. Achieving these goals will take time. It is important for teachers to encourage quiet conversations during mealtimes. Since tipping over cups is the most common mealtime accident, encourage children to place their drinks near the center of the table. Have a wipe cloth available and have the child who has had an accident clean up as much as he can.

Encourage children to choose clean up jobs like wiping the table and pushing under the chairs.

It is our belief that children at this age have a variety of likes and dislikes and that nutrition plays a key role in a child's ability to participate and learn in school. Teacher and children should wash their hands before eating anything. Teachers should disinfect the table.

Snacks will be served by the center, once in the morning and once in the afternoon. Each snack will be served with water. The children should participate in preparing the snacks as much as possible.

Rest Time

By law all children are required to have a rest period. Some children need sleep; others may only rest. Each child needs to bring a blanket for rest time. Place children at least two feet apart and in the same place everyday for consistency unless the child needs to move to a different area in order to help him/her rest better. Turn the light off and play soothing music softly. Cots & Mats must be sterilized daily.

Toileting

We do not have an age policy for potty training. However, to enter the three year old classrooms children must be potty trained. Children are uniquely individual and each will have varying motivations and an array of self help skills enabling them to successfully use the bathroom their own. Some children will need a reward system. Others will be motivated by discomfort. Getting to know your children's personality, listening to their parents and watching the children's interaction with their parents and others will help you determine how to create an environment that will motivate each child to become potty trained.

Please follow the following guideline to help make toileting pleasant and successful for children.

1. Certain points in the schedule should be designated for the toileting. At other times, keep alert for a child who is indicating the need to urinate.
2. Boys need to learn to raise the seat, aim accurately as they stand to urinate, then lower the seat.
3. Zippers and buttons require a number of demonstrations and good fine motor skills. You may need to start the fastener to avoid frustrating the child who is trying to work it. Watch closely and help only when needed
4. Toilet accidents are not uncommon in early childhood. Wet pants are more common. If a child has an accident, suggest trying to use the bathroom. Sometimes a child is not finished and may wet again. Get the child's dry clothing. Put soiled clothing in a bag with a label on it.
5. Make sure children flush the toilet and wash their hands after they use the bathroom.
6. Continually monitor bathrooms and disinfect any accident that may occur.

Illness

To prevent illnesses of both the staff and the children, teachers should continually sanitize the room. Store your labeled cleaning solutions in baskets designated for cleaning products, so they are out of children's reach. Teachers should sanitize all areas that could possibly be exposed to bodily fluids after each use (i.e., hands, tables after and before snack, toys, bathrooms and sinks). WASH, WASH, WASH HANDS!!!!

Children who are ill with a contagious disease or a fever may not attend the center by law.

If a contagious disease develops at home, the center should be notified by the parent. If the child becomes ill at school, the center will immediately notify parents of the contagious disease (i.e., chicken pox). A child may not be readmitted without the statement from a physician indicating they are no longer contagious. With non-disease illnesses, children must be free from symptoms for 24 hours without the use of aspirin, Tylenol and other over the counter medications before returning to school. If a child is not well enough to go outside, he/she should be cared for at home. This is to allow the child ample time to recover and stop the spread of illness to the other children.

Notify the administration of any illness or injury that occurs at the center. Children needing to go home due to illness or injury will be removed from the classroom and placed up by administration if at all possible, under constant supervision until an authorized parent arrives to pick the child up. We ask that parents pick up their children from the center as soon as possible if the child has any of the following:

1. Fever of 100.5 degrees or more
2. One or more episodes of vomiting
3. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours. 3 or more in a day.
4. Communicable disease (including conjunctivitis, chicken pox, lice, scabies)
5. Uncontrolled breathing
6. Unknown rash
7. Severe pain or discomfort
8. Severe coughing
9. Blood in feces or urine
10. Red eyes with discharge

Medications

Because of the great responsibility involved in giving medication to children, we ask that parents give the first dose at home. Each day, it is the parent's responsibility to sign in all medications on our medication-permission slip form upon entering the center. The medication will be stored in a locked area out of children's reach in our the administration area and will be dispensed by one designated office staff member as noted on the medication form. Only medications prescribed by a physician with a pharmaceutical label and instructions will be administered. All medications will be given according to the stated label directions, or as amended by a physician. All medications must be in their original container; labeled with child's name; labeled with the date (if prescription medicine); labeled with the pharmacy name; include directions to administer the medication for the appropriate age dosage and time; and (if prescribed) include the name of the physician prescribing the medication. They are given at 11:30 & 3:30 daily by Administration staff only!

Playground Rules

Our playground is also designed to be a place for children to learn, explore and stretch their imagination and should be considered as an outdoor classroom. Teachers must supervise children at all times and be actively involved in extending the children's learning. Being alert and continually monitoring the playground is essential. Please do not engage in long conversations with other teachers or parents that will distract your attention away from the children. All trash must be cleaned up, bark/sand swept, charts checked daily. Keep backyard clean and free of debris at all times. Be sure no jackets or children's items are left on floors etc. Interact with the children and supervise all activities. If there are any broken items or unsafe anything...please fill out an inter-office memo as soon as you can and get in to the administration in-box at the appropriate time. All staff must take the classroom roll call sheet with them when taking the children outside.

Count the amount of children going outside and count the number of children when coming inside. The roll call sheet should match the amount of children physically in your classroom at all time.

Babysitting For Families of Milestone Academy Preschool

Milestone Academy Preschool does not accept any responsibility or liability for teachers watching children outside of the supervised setting of the Center. All childcare before and after hours is a private arrangement between sitter and parent and should be arranged outside of Center hours and with the same level of attention that one would give to anyone left in charge of their children. Employees of Milestone Academy Preschool are not allowed to leave the facility at anytime with a child other than their own. See your Director if you have any other questions regarding babysitting.

Attendance & Punctuality

Policy on timecard changes as follows:

It is the employee's responsibility to clock herself in/out daily. If the employee forgets to clock in/out/transfer, have her fill out and sign a timecard change form immediately. The admin/director is to verify the time is written correctly on the form, sign the bottom of the form and send to corporate and Taylor immediately for correction.

Snacks and Mealtime

The goals for snack and mealtimes are for children to enjoy their food, to learn to like a variety of nutritionally desirable foods, and to practice acceptable ways of eating and behaving at the table. That is why we serve lunch "Family Style" in our pre-school rooms. Achieving these goals will take time. It is important for teachers to encourage quiet conversations during mealtimes. Since tipping over cups is the most common mealtime accident, encourage children to place their drinks near the center of the table. Have a wipe cloth available and have the child who has had an accident clean up as much as he can.

Dating in the Work Place

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee or between employees may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and The Company. Any such relationship may, therefore, be contrary to the best interests of The Company.

Accordingly, The Company strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee or relationships between employees and clients or vendors) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, The Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment. The policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's or employees refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee or between employees and vendors should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager/employee promptly to disclose the existence of the

relationship or occurrence to their supervisor. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The Company recognizes the uncertainty of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

Upon being informed or learning of the existence of such a relationship, The Company's Management may take all steps that it, in its discretion, deems appropriate. At no time would this be allowed from a supervisor/manager.

In addition, and in order for The Company to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to Owner. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

If you are unsure of the appropriateness of an interaction with another employee of The Company, contact owner for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify The Manager immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, The Company's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.