

EMPLOYEE HANDBOOK

ABC Child Care
Employee Handbook/Personnel Policies

REVISED Dec 2025



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Section 1 Introduction

1.1 Welcome to ABC Child Care

Welcome and thank you for joining our team. We are elated that you are here and look forward to you sharing your skills and talents with us and the families we serve.

1.2 Employee Handbook

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of ABC Child Care (the "Company"), of 321 w 26th Street, Erie, Pennsylvania 16508, and to acquaint employees with many of the rules concerning employment with the Company. This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express, and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

1.3 Changes in Policy

Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Company.

If you are uncertain about any policy or procedure, please check with your manager or Human Resources.

1.4 Employment-At-Will

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice. Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the CEO, President, or CFO has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the CEO, President, or CFO of the Company has the authority to make any such agreement, which is only binding if it is in writing and signed by the President of the Company.

Section 2 Employment Policies

2.1 Employee Classifications

The following terms are used to describe employees and their employment status:

Exempt Employees - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Pennsylvania state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and Pennsylvania state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

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Full-time Employees – Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 40 hours per work week.

Part-Time Employees – Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 40 hours per work week.

Temporary Employees – Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause and with or without notice. All employees must meet Department of Human Services requirements to include annual training hours.

2.2 Equal Employment Opportunity & Americans with Disabilities Act.

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline, and termination.

The Company expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Company will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g., trade shifts) and cooperate with the Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Company provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you need an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

2.3 Confidentiality

In the course of employment with the Company, employees may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications. See also Internet, Email and Computer Use policy, herein.

As a condition of employment with the Company, all employees must sign a Non-Disclosure Agreement

2.4 Employment of Minors

The FLSA's child labor provisions, which the Company strictly adheres to, are designed to protect the educational opportunities of youth, and prohibit their employment in jobs that are detrimental to their health and safety. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates. All employees must meet DHS regulations and be 18 years of age.

2.5 Employment of Relatives

The Company recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise, or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security, or morale, or create conflicts of interest that materially and substantially disrupt the Company's operations. When the Company determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Company should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Company's operations exists. If the Company determines that such a problem exists, the Company will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

2.6 Introductory Period

The first 90 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If the Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Company for any definite period of time, but instead allows both you and the Company to evaluate whether or not you are right for the position. Your status as an at-will employee does not change—the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

2.7 Personnel Records and Employee References

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

By policy, the Company will provide only the former or present employee's dates of employment and position(s) held with the Company. Compensation information may also be verified if written authorization is provided by the employee.

For any document request, there is a \$7 processing fee per page. All clearances must be paid for in full prior to receiving a copy.

2.8 Privacy

The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Company will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

2.9 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

2.10 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination, and election of our public office holders. The Company will not discriminate against any employee because of identification with and support of any lawful political activity. Company employees are entitled to their own personal political position. The Company will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Company, and that you are not representing the Company.

Section 3 Hours of Work and Payroll Practices

3.1 Pay Periods and Paydays

Employees are paid on a bi-monthly basis. All employees will be paid every other Friday. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

3.2 Overtime

Nonexempt employees will be paid in accordance with federal and Pennsylvania state law. In Pennsylvania, with some exceptions, the standard work week for employees should not exceed 40 hours per week. Should the Company find it necessary to employ an employee in excess of this standard, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

3.3 Rest and Meal Periods

All rest and meal periods will be in accordance with Pennsylvania state law.

To the extent Pennsylvania state law does not require rest and meal breaks; nonexempt employees will be provided a 15-minute rest break for every four-hour period of work.

This time is counted and paid as time worked. Nonexempt employees scheduled to work more than a five-hour period will be provided with a 30-minute unpaid meal period.

Lead employees are provided 30 min prep periods each week to work on curriculum and activities for the children during designated nap times for children. Employees are to work toward training, cleaning, parent reports, customer needs during daily nap periods.

Breaks are to be taken during downtime and are ultimately approved by management.

3.4 Timecards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Timecards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

Each employee must use the electronic sign-in system via Homebase and is responsible for 1). Contacting their direct supervisor in writing within 5 min of the start of the employee's shift for signing in or no later than 15 min after the shift has ended for signing out if the employee is unable to sign in or out due to technical difficulties.

Direct supervisor will not be responsible for shifts not signed in or out within the 15 min allotted time frame; if beyond the grace sign-in period of 15 minutes, employee pay will start at the time of sign in.

Direct Supervisor will only be responsible to assist with sign-in if an employee has made an attempt to sign in or out and is unable due to electronic malfunctions. If an employee has not signed out, the employer reserves the right to sign employee out one hour prior to the end of the assigned shift. Each employee is responsible for keeping an accurate account of his or her personal records and can request a review when needed.

3.4.1 Timecards

Employees will be compensated for from the time of the start of the shift and not earlier unless permission has been granted due to the need of the company.

Employees will not be compensated for staying after assigned shift without permission from management.

Employees are responsible for contacting management when the number of employees on shift supersedes the demand needed for the number of customers during a shift.

Employees must contact management within 15 minutes of knowing that services are not needed.

Employees can stay during shift time with director/supervisor permission when services are not needed only when employees are needed to perform other work duties or training.

Compensation is paid in 15-minute increments. 11 minutes of time or more will be rounded to the 15 min increment clockwise; less than 11 minutes will be rounded down counterclockwise.

Third-Shift employees are required to clock-out during personal nap time as ratio permits.

Approved nap time may be permitted on a day-to-day basis and is contingent on childcare and facility needs where employees may have approved sleep time as permitted by their direct supervisor.

3.5 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year. All payments owed must be at a 0 (zero) balance at the end of the employees' employment with the company.

3.6 Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Company receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment. Employees will be compensated from the time of the start of the shift and not earlier unless permission has been granted due to the need of the company. Employees will not be compensated for staying after assigned shift without permission from management. Employees are responsible for contacting management when the number of employees on shift supersedes the demand needed for the number of customers during a shift. Employee must contact management/owner within 15 minutes of knowing that services are not needed. Employees are able to stay during time of shift with owner's permission when services are not needed only when employees are needed to perform other work duties or trainings. Compensation is paid in 15-minute increments. 11 minutes of time or more will be rounded to the 15 min increment clockwise; less than 11 minutes will be rounded down counterclockwise. Wages will be garnished to satisfy internal debt.

3.7 Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

3.8 Employee Pay Scale

Diploma: \$8.50 starting pay .10 for each year of experience in licensed facility
CDA: \$12.50 starting pay .25 for each year of experience in licensed facility
\$15 cap ECE: \$13.50 Starting pay .30 for each year of experience in licensed facility
\$18 cap Above ECE: \$15 starting pay with a cap of \$21

Section 4

Standards of Conduct and Employee Performance

4.1 Anti- Harassment and Discrimination

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by local, state, or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor, or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor, or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement.
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other on-line conduct.

Professional boundaries and customer interaction

- a. Employees are not permitted to provide personal favors to families on or off the clock, nor is it permitted during anytime of employment or within a 12-month timeframe of separation from the company.
- b. Employees are not permitted to contact customers without the permission of the facility director or owner during his or her time of employment or within a 12-month timeframe.
- c. Employees are not permitted to solicit customers to provide customers with referrals to competitors to include the business or volunteer service of the employee or within a 12-month period of separation from the company.
- d. Employees are not permitted to transport customers in their personal vehicles during the time of employment or within a 12-month timeframe without written permission from the owner. Owner must have written permission from parent; vehicle must be in compliance with DHS regulations; insurance information must be on file.

Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor, or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

No employee, contract worker, customer, vendor, or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief. Information posted at facility.

Staff conduct and performance expectations during internal or external monitoring or supervision.

Observations include anytime an administrator, guest, parent or peer observes a violation that is verified will result in a 5-day suspension without pay.

- Adherence to regulations: Employees must understand and follow all state and federal regulations, which cover safety, health, staffing ratios, and supervision.
- Prohibited behaviors: Explicitly prohibit specific harmful actions, such as physical, psychological, or emotional punishment. Provide examples like shaking, spanking, humiliating, or using abusive language.
- Supervision: Require that children are supervised at all times, and that staff remain actively engaged with children, rather than in personal business.
- Health and safety protocols: Ensure staff follow all procedures, including proper hand washing, sanitation, and first-aid response.

4.2 Attendance

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for 3 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with the Company and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

Attendance & Call-Off Requirements During the Introductory Period:

- Employees are required to provide a minimum of two (2) hours' notice prior to the start of their scheduled shift when calling off.
- Employees within their 90-day introductory period are required to provide a medical note for any call-off.
- A medical note will also be required for:
 - Employees who have frequent call-offs,
 - Employees who call off with less than two (2) hours' notice,
 - Employees who call off during high-need or high-ratio coverage periods.

Failure to comply with these requirements may result in corrective action, up to and including termination.

Completion of the introductory period does not guarantee continued employment or alter the at-will nature of employment. Employment may be terminated at any time, with or without cause or notice, by either the employee or the Company.

ABC Time Off Policy

All requests for time off **MUST** be submitted two weeks prior to the date of the request. They all must be submitted to the Homebase app.

Homebase will show whether your request has been approved or denied. Each member of staff will be allotted 10 requests yearly; this does not include closed facility days. This period is from January 1st to December 31st. Once you have reached your 10th request, additional requests may be denied. This is needed to ensure that ALL staff can get time off yearly. No more than one member of staff can be off per day/week.

An example would be if staff A is off for the week of August 1st, you would not be able to be off during that week. Calling off sick counts toward these 10 days unless medical documentation has been provided. Employees that are visibly ill or sent home by their direct supervisor for not appearing to be well, will not be penalized for time off.

The points will be as follows:

Whole day absence-day off - 2 points

Being more than 10 minutes tardy - 1 point

Less than 10 minutes tardy - .5 point

After 10 points, you will have a written warning that any further points will result in a suspension without pay.

4.3 Discipline and Standards of Conduct

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty
- b. Falsification of Company records.
- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public.
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes, or other disorderly conduct that may endanger others or damage property
- f. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety, or other rules:
- g. Unauthorized or careless use of the Company's materials, equipment, or property
- h. Unauthorized and/or excessive absenteeism or tardiness
- i. A lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace
- j. Sexual or other illegal harassment or discrimination
- k. Unauthorized use or disclosure of the Company's confidential information
- l. Violation of any Company policy or Department of Human Services standards.

4.4 Dress Code

- Black dress pants with company shirt.
- Management must have a blazer available on site.
- Jeans are not permitted.
- Leggings are not permitted. Professional presentation is a must.
- House shoes are not permitted.
- Flat sneakers or shoes are permitted.
- Proper personal care is required.
- Sandals are not permitted.
- Spaghetti straps/Half-shirts are not permitted

Staff will be given an opportunity to change into a proper uniform prior to being sent home.

4.5 Safety

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents, and injuries, regardless of how minor so that any potential hazards can be corrected.

4.6 Substance and Abuse

The Company is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase, or transfer illegal drugs at any time while on the Company's premises or while using the Company vehicles or equipment, or at any location during work time. ABC Childcare reserves the right to randomly drug test employees.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug. Any violation of this policy will result in disciplinary action, up to and including termination

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

4.7 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, Company vehicles, and other Company equipment (including but not limited to computers, e-mail, and voice mail) and facilities or any area on Company premises are the property of the Company ("Company Property") and are intended for business use. Employees should have no expectation of privacy with respect to Company property and/or items stored within Company Property or on Company premises. Inspection may be conducted at any time, without notice, at the discretion of the Company.

In addition, when the Company deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to the Company's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

4.8 Internet, Email, Cell Phone and Computer Use Policy

The Company uses various forms of electronic communication including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

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The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Company premises; (2) accessed using the Company computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Company. The following list is not exhaustive, and the Company may implement additional rules from time to time.

a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Company computer systems.

b. Employee's own electronic media may only be used during breaks. All other company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.

c. All electronic information created by any employee on Company premises or transmitted to Company property using any means of electronic communication is the property of the Company and remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. The Company will override all personal passwords, if necessary, for any reason.

e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications.

f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

g. Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about ABC Child Care, its products or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

4.9 Social Media Policy

ABC Child Care is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty, and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to Facebook, FaceTime, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities, and any similar online platforms.

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Company and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the company's interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Company will be the property of the Company.

Employees must not disclose private or confidential information about the Company, its employees, clients, suppliers, or customers on social networks. Employees must respect trademarks, copyrights, intellectual property, and proprietary information. No third-party content should be published without prior permission from the owner.

The Company maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

4.10 Cell Phone Policy

The use of personal cell phones at work is discouraged because they can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode and to keep cell phone use confined to breaks and meal periods away from child service space, out of the designated work. Conversations should be taken away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The Company may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Company business, employees must comply with all Company policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place them on vibrate mode during meetings.

Staff who violate this policy will be asked to place their phones in a secure area and will receive a break deduction/deduction of time for violating the company's cellphone policy. Up to 15 minutes of loss time per occurrence.

Section 5 Employee Benefits and Services

5.1 Generally

The Company provides insurance programs as mandated by state and federal regulations for all employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes. This Handbook does not contain the complete terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact Tiffany L. LaVette.

The benefits are listed below:

	Full Time	Part Time
Health, Dental, and Vision benefits. (self-selected marketplace)	<ul style="list-style-type: none"> • 50% of the monthly insurance plans expense • Single max \$400 benefit package. • Family max \$500 benefit package. 	<ul style="list-style-type: none"> • 25% of monthly insurance plans expense • Single max \$400 benefit package.
Child Care Benefit	<ul style="list-style-type: none"> • 50% discount 	<ul style="list-style-type: none"> • 25% discount
Time off Benefit	<ul style="list-style-type: none"> • 5 days paid bereavement for loss of immediate family members (spouse, parent, child to include non-biological children. • Up to 5 days paid for an inpatient hospital stay. 	<ul style="list-style-type: none"> • 1 day paid bereavement for loss of immediate family members (spouse, parent, child to include non-biological children. • 1 day paid for Inpatient hospital stays.
PTO	<ul style="list-style-type: none"> • Based on performance evaluation. 	<ul style="list-style-type: none"> • Based on performance evaluation. Part-time rate.
Bonus Pay Benefit	<ul style="list-style-type: none"> • Up to \$800 bonus pay as per allowed. 	<ul style="list-style-type: none"> • Up to \$600 bonus pay offered 2x yearly.

5.2 Worker's Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. ABC Child Care carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician.

Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

5.3 Social Security Benefits (FICA)

During your employment, you, and the Company both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

5.4 Unemployment Insurance

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits

Section 6 Employee Leaves of Absence and Time Off

6.1 Generally

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 30 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave and provide medical documentation. All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the employee will be considered to have voluntarily resigned from employment with the Company.

Funeral time for immediate family will be granted up to 5 days; more time off must be approved by your supervisor. Immediate families include children, parents, siblings, grandparents, and spouses.

All requests for a leave of absence will be considered in light of their effect on the Company and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the Company will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

6.2 Family and Medical Leave

Because of the Company's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

6.3 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

6.4 Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

Section 7 Training

7.1 Training

In this new employee handbook, you will see the MANDATORY training that you need to complete. Mandated Reporter, Stars Overview, and Getting Started with Center-Based Care training are free. Please note when each training course is due. You will also see that there are three different categories and sections. The training you take will depend on which age group you are working with.

These required training courses, once completed, are good for ONE YEAR. You must maintain 12 hours of training and keep it current and up to date. Each training course is in a certain category, so make sure you take a new training course in the same category as the expiring one. You can refer to your employee portal or to your direct supervisor for required training.

Please start with the trainings in 7.2 before moving on to the group specific trainings

7.2 New Employee Trainings (Please note each employee must have the following email) FirstnameLastname.abceerie@gmail.com

To complete Mandated Reporter (ASAP – Cannot be left alone with children until done)

1. Go to “keepkidssafe.pa.gov.”
2. Scroll down to the blue box titled “Trainings”.
3. Scroll down and click “The University of Pittsburgh’s Child Welfare Resource Center”.
4. On the left (below the login area) click “Don’t have an account? Click here”
5. Register (write down and save your login and password) and complete training.
6. Print certificate.
7. Turn into your office administrator.

STARS 101 and 102 (within 30 days of hire)

You will first need to create an account on papdregistry.org.

1. Go to papdregistry.org.
2. Under "employment", add us. We are organization ID # 39673
3. Click on menu on left hand side of screen and choose "training calendar".
4. Search "Stars Overview"
5. Find the "self-paced" or "online" trainings. Register for the training.
6. Complete the training.

To complete the Health and Safety required training (within 30 days of hire)

1. Go to <http://extension.psu.edu/youth/betterkidcare/on-demand>
2. On the log in screen put your email in, and click "No, I am a new customer". This will prompt you to create an account. Create your account.
3. Click "On Demand Web Lessons"
4. Log in.
5. Search for "Get Started with Center-Based Care: Building Blocks for Quality" (10 Hours)
6. Complete training
7. Print certificate.
8. Turn into your office administrator.

First Aid/Pediatric CPR – Must be done within 90 days of hire and must be renewed every two years. Must be done before you can be left alone with children.

Fire Safety – Must be done within one year of hire and must be renewed yearly

7.3 Specific Age Group Trainings

Employees will be assigned a list of mandatory trainings to complete according to which age group they are assigned.

7.4 Staff Development

We are a part of an organization called the “Stars Program” through PA Keys. They require that staff obtain a Child Developmental Accreditation, or CDA. **This accreditation is mandatory.** Staff must enroll within 120 days of hire. Employees who do not enroll in a minimum of a CDA course are subject to wage decreases. This program is on the Better Kid Care site and is available virtually. Please see the management, and we will discuss the process.

Section 8 Performance Evaluations

8.1 Generally

Performance appraisals are a key part of our performance management process; employee performance appraisals are typically conducted bi-annually; they usually take place in June and January. Additionally, performance appraisals may be conducted for any employee at the discretion of management and provide an opportunity to discuss job tasks, identify and correct any weaknesses, encourage, and recognize strengths, schedule training, and discuss positive approaches to meeting goals. Supervisors and employees are also encouraged to discuss job performance and goals on a regular, informal basis. Employees may also request a meeting with their supervisor at any time to review progress.

In addition, management will perform “*Spot Checks*”, *Observations* and *Performance Flashes* at any given time. Afterwards, they will discuss your strengths, and any areas needing improvement.

Section 9 Transporting Children

9.1 Generally

4 (Four) clearances will be performed for all drivers who transport children or minors.

Drivers who transport children are required to have the appropriate class license for driving vans, or a CDL issued by the State of PA, and are required to successfully complete a medical examination initially and on a regular basis thereafter.

Transporting children in personal vehicles is strictly prohibited.

Transporting medical emergencies should be the responsibility of a parent, relative, or trained medical personnel. Seat belts must be always worn while in ABC Care vehicles.

9.2 Driver Responsibilities

- Complete all assigned training
- Drivers must be authorized by insurance companies and pass driver clearance.
- Drivers must accurately supervise and keep account of all children and ensure their safe transport.
- Drivers must check that all children that are required to be in booster seats are properly seated.
- Drivers must ensure that all children are seated properly and securely.
- Drivers must maintain the cleanliness of the inside of the vehicle.
- Drivers must report any vehicle concerns immediately.
- Drivers must wait for all children to be transferred to the receiving adult from that program or school.
- Drivers must never leave children unattended at any time.
- Drivers must present their work badge and wear proper ABC uniform.
- Drivers must maintain a positive and professional demeanor and always remember that you represent ABC.

Section 10 Keystone STARS Program

10.1 Generally

Keystone STARS (Standards, Training/Professional Development, Assistance, Resources, and Supports) is a quality rating system that promotes quality improvement in early learning and development programs and school-age childcare. A Keystone STARS designation informs parents that their children are in a safe, respectful environment in which they are learning new things every day to support their current and future successes in school and in life.

Early learning programs participating in Keystone STARS can earn a quality rating score from a STAR 1 to a STAR 4. At each level, programs must meet certain quality standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. The higher the STAR level, the higher the quality standards.

Keystone STAR 4 daycares employ lead teachers with an associate or bachelor's degree in child development or a related field. They have also earned high ratings for child interaction across ages, from infant to pre-K. Families are typically heavily engaged in these day cares, taking part in group meetings, and contributing to policies and procedures.

It is required that all staff working with infants, toddlers, and preschoolers obtain a CDA. There is also a school age CDA. If you are enrolled to get your CDA, and are completing the classes, you do not need to complete the list of trainings that are due within a year. If you are enrolled to get an associate or bachelor's degree in child development or related field, you also do not need to complete them.

Section 11 Inclement Weather

11.1 Generally

ABC Care will make every effort to maintain normal operations during periods of severe weather or natural or human-made disasters. However, in the event of severe weather conditions or other emergencies, the Owner/CEO may decide not to open for the day, to open late, or to close for the remainder of the day. Employees will be notified of closure and when to return as soon as is practicable.

Any alteration in ABC Care's regular schedule will be decided by the Owner/CEO, and will be communicated via e-mail, Facebook, the Homebase app, and/or local media as appropriate. If staff is still uncertain, they should contact their immediate supervisor.

Section 12 Employee Protection Plan (Whistleblower)

12.1 Generally

ABC Care is committed to the highest ethical standards and to providing the best possible working conditions. It is the intent of ABC Care to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

Employees are encouraged to report in writing to their immediate supervisor or the Owner/CEO any evidence of activity by an employee, another individual or entity with whom ABC Care has a business relationship that may constitute:

- Instances of fraud,
- Unethical business conduct
- Violations of state or federal law
- Substantial and specific danger to an employee's or the public's health and safety.

An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of ABC Care in writing and provides with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Any employee who in “good faith” reports such incidents as described above, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, loss of compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because s/he refused to carry out a directive that, in fact, constitutes fraud or is a violation of state or federal law. Employees with concerns that are unrelated to fraud, unethical business conduct, or possible legal violations or that do not pose substantial and specific danger to anyone should use regular channels for making a complaint.

Section 14 Media Relations

14. Generally

Communication with members of the media is exclusively managed through the Owner/CEO, who manages contacts with all media, including television, radio, newspapers, and other publications. In an emergency communications situation, or any time when a media representative requests information directly from you, you are expected to consult the Owner/CEO for counsel and support. **Under no circumstances are you to speak with or provide information to the media without express authorization.**

Section 15 Breastfeeding and Lactation Policy

Breastfeeding and Lactation Support Policy

ABC Childcare is committed to supporting breastfeeding mothers and their babies. Our staff is trained to safely handle, store, and feed expressed human milk, ensuring a supportive environment for families.

1. Support for Mothers (Parents/Guardians)

We strive to make it easy for mothers to continue their breastfeeding journey while their child is in our care.

- **Welcome On-Site Feeding:** Mothers are always welcome to breastfeed their child on-site during drop-off, pick-up, or visits, wherever they feel comfortable.
- **Private Pumping Space:** We will provide a private, sanitary, and non-restroom area for mothers who wish to express milk or breastfeed their child privately. This space includes:
 - A comfortable chair.
 - An electrical outlet for a pump.
 - A clean table or counter.
 - Nearby access to a sink for handwashing and cleaning pump parts.

2. Handling and Labeling Expressed Milk

The safe and accurate handling of human milk is our top priority.

- **Labeling is Mandatory:** All containers of human milk must be clearly labeled by the parent with:
 - The child's full name.
 - The date the milk was expressed.
- **Containers:** We recommend that milk be delivered in small amounts (2–4 oz) per container to minimize waste, as any milk left over in the bottle after a feeding must be discarded within two hours.
- **Storage at Drop-Off:** Milk brought from home should be refrigerated or kept cold in an insulated bag with ice packs until handed directly to a staff member for proper storage.

3. Milk Storage Guidelines

We adhere to the best practices for the storage of human milk to maintain its quality and safety.

Type of Milk	Storage Location	Maximum Storage Time	Handling Notes
Freshly Expressed	Refrigerator ()	4 days	Store it in the back of the refrigerator, not the door.
Frozen	Freezer ()	6–12 months	Must be used before the date labeled on the container.
Thawed (previously frozen)	Refrigerator ()	24 hours	Time starts once the milk is completely thawed. Never re-freeze.
Leftover from a Feeding	Discard	2 hours	Any milk remaining in a bottle after feeding must be discarded after 2 hours.

- Storage Method: Milk for each child will be kept separate and labeled in a designated basket or container within the refrigerator.
- FIFO Method: Staff will strictly follow the "First In, First Out" (FIFO) principle, always using the oldest dated milk first.

4. Preparation and Feeding

Our feeding practices are designed to support a smooth transition between breast and bottle.

- Handwashing: Staff will wash their hands thoroughly with soap and water before handling any milk, bottles, or feeding equipment.
- Thawing & Warming:
 - Thaw frozen milk in the refrigerator overnight or by running the container under warm water.
 - Milk can be served cold or warm. To warm, place the sealed bottle in a container of warm water.
 - NEVER use a microwave to warm or thaw human milk, as it destroys nutrients and creates dangerous hot spots.
- Mixing: Staff will gently swirl the bottle to mix the fat layer that may have separated (do not shake).
- Paced Bottle Feeding: All staff will use paced bottle-feeding techniques for breastfed infants. This involves holding the baby upright and using a slow-flow nipple to mimic breastfeeding and allowing the baby to control the pace of the feeding.
- No Propping: Infants will be held closely for all feedings; bottles will never be propped.
- Infant Feeding Plan: Formula or solid foods will not be introduced to a breastfed infant without prior written request or permission from the parent.

Section 16 Shaken Baby Syndrome Awareness Policy

ABC Child Care is committed to preventing child maltreatment, including but not limited to shaken baby syndrome/abusive head trauma. Child abuse includes, but is NOT limited to intentionally, knowingly or recklessly:

- Causing bodily injury to a child through any recent act or failure to act;
- Creating a reasonable likelihood of bodily injury to a child through any recent actor failure to act; and
- Forcefully shaking a child under one year of age.
- Recognition of potential signs and symptoms of shaken baby syndrome and abusive head trauma;

Staff will be trained to identify signs of shaken baby syndrome/abusive head trauma such as:

- Seizures
- Breathing problems
- Not smiling or eating
- Inability to focus eyes or track movement

Staff will also be trained in strategies to cope with a crying, fussing and/or distraught child, such as:

- Create calm space
- Use white noise
- Create a routine

In addition to the above, all staff will be trained in the identification and prevention of child maltreatment. In addition to the Mandated Reporter Training, staff will learn the signs of child maltreatment, such as:

- Injuries that do not align with the child's developmental stages. i.e. a newborn with knee, arm or head injuries.
- Detachment from others or seclusion that does not align with the child's usual demeanor or social interactions.

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee: _____

I acknowledge that I have been provided with a copy of the ABC Child Care (the "Company") Employee Handbook, which contains important information on the Company's policies, procedures, and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice. Furthermore, the Company has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I have received the Company Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

By: _____ Date: _____

Tiffany L. LaVette
CEO

By: _____ Date: _____

**Head over to Resource Center and Fill-up the form
that you have read and acknowledged the
Employee/Staff Handbook**