SIBLINGS & COMPANY

Early Childhood Centers

Employee Handbook

Updated: January 2026

Where Roots Run Deep, Learning Grows Wild.

Core Values

1. Relationships First

What this means

- Building trust with children, families, and coworkers through connection and communication

What it looks like

- Being present and engaged in the classroom
- Interacting with children throughout the day
- Communicating respectfully with families and teammates
- Following through on what you say you will do

Why it matters

- Strong relationships create emotional safety, trust, and better learning outcomes

2. Consistency and Reliability

What this means

- Children and teams depend on us showing up and following routines

What it looks like

- Reliable attendance and punctuality
- Consistent classroom routines and expectations
- Completing assigned responsibilities
- Supporting team coverage when needed

Why it matters

- Consistency creates stability and helps children feel secure

3. Whole Child Growth

What this means

- We support every area of a child's development, not just academics

What it looks like

- Supporting social emotional development
- Encouraging independence and creativity
- Responding to behavior with patience and guidance
- Staying engaged during challenging moments

Why it matters

- Children learn best when they feel supported, understood, and encouraged

4. Ownership and Accountability

What this means

- We take responsibility for our role, actions, and growth

What it looks like

- Taking initiative and problem solving
- Asking questions and seeking support when needed
- Owning mistakes and working toward solutions
- Following policies and expectations

Why it matters

- Accountability builds trust and strengthens the team

5. Positive Energy and Professionalism

What this means

- How we show up impacts children, families, and coworkers

What it looks like

- Maintaining a positive and respectful attitude
- Communicating professionally
- Managing personal stress without disrupting the classroom
- Putting forth effort even on difficult days

Why it matters

- A positive environment supports learning, teamwork, and morale

Living Our Values

- These values are discussed during hiring and interviews
- They guide onboarding, training, and daily expectations
- Staff who model these values are recognized throughout the year
- Employment at Siblings and Company means committing to these values consistently

Mission Statement

At Siblings and Company, our mission is to create a safe, nurturing environment where children feel loved, supported, and confident to grow. We partner with families, support our teachers, and focus on the whole child so every child can thrive.

If you have been employed with the company as a full-time center teacher or an aide, the entire handbook reflects your position and benefits. If you have been employed as a temporary, substitute or seasonal employee, everything does not apply to your position. You can discuss this with your center director.

As you read through this handbook, you may have questions and please feel free to ask!

Compensation

Your compensation package will be reflective of your experience and responsibilities assigned to you at the center.

The "Employee Compensation Package" shall reflect the position held.

Categories: Permanent, full time (40 hrs per week, 52 weeks per year)
Permanent, part time (less than 40 hrs per week, 52 weeks per year)
Permanent, substitute (as needed replacements)
Temporary, full time (40 hours per week, less than 52 weeks per year)
Temporary, part time (less than 40 hrs per week, less than 52 weeks per year)
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Retirement (full time)

Individual Retirement accounts shall be recognized. The company shall match 10 cents for every dollar deposited by the employee (up to $2,000.00 employee contribution). Matching funds shall be distributed based on the calendar year. The employee must provide evidence of deposits made to the retirement account from January 1 through December 31, for the preceding year.

Illinois Secure Choice is also an option for staff for are 18 and work 60 days a year. This is a retirement program through the state of Illinois that you must opt out of if you qualify.
*If you have the Illinois Secure Choice account, we legally cannot contribute to that account.

Pay Date (all)

Paydays are every other Friday. There is a one-week lag time from hours worked to pay day. All checks are direct deposit.

Time Keeping (all)

Please clock in at your scheduled time and clock out at your scheduled time. Any clock-in/clock-out time that is outside of these time frames is not considered time worked unless the opening/closing director is able to justify the extra time and note it on the timesheet.

Staff are expected to be in their room at the beginning of their shift, not walking into the building at that time.

Work Shifts and Break Time (all)

Our program is open for 10.75 hours a day. Your shift is typically set and consistent but there are times when you are expected to be flexible when certain circumstances arise that cause shifts to alter. Employee breaks are typically for 1 hour and allows plenty of time to complete lunch, run errands and take care of personal matters.

Overtime (all)

Overtime is defined as any time that exceeds 40 hours WORKED per period. (Please Note: Overtime is not awarded if an employee has used vacation, holiday, or attended trainings etc. in the same week.)

Siblings and Co.
Overtime Explanation

Hourly Staff Overtime

_____Any overtime by staff must be approved by Directors and Anne.

_____Staff are still responsible for leaving their rooms on time.

_____Overtime usage is for ratio purposes only. If your room is in ratio without you and you're over on hours, you are required to leave. Ex: You know you are 15 minutes over from the day before and ratio allows you to leave 15 minutes early today, you leave.

_____Overtime is over 40 hours a week.

_____Overtime will not be accounted for if not approved. If you are staying and are not needed, it's your choice and not on the clock.

_____If your class has a child and it's nearing 5:30, bring that child to the front to notify the director. More than one person will not be staying over 5:30.

_____ Overtime is legally considered anything over 40 hours **worked**. Therefore, paid holidays, paid time off (PTO), vacation or meeting hours taken by an employee do not count toward the calculation of the overtime requirement because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.

Ex: A paid holiday falls within the week so you receive 8 hours paid holiday. Then you worked a total of 35 hours the rest of the week to help cover shifts. Even though your total hours exceed 40, you only had 35 "worked" hours and therefore overtime does not take place. Same goes for any other PTO days mentioned above.

Holidays (full time)

We observe 6 Federal Holidays and 5 Non-Federal Holidays.
Holiday pay is received 1 year after Permanent Full-Time status.

1) New Year's Eve – Close at 4:00 pm or closed all day.
2) New Year's Day (Federal) – closed
3) Good Friday– closed (Professional Development Day for Staff)
4) Memorial Day (Federal) – closed
5) Independence Day (Federal) – closed
6) In service Day-Friday before the new school year
7) Labor Day (Federal) – closed
8) Thanksgiving Day (Federal) – closed
9) Day after Thanksgiving - closed
10) Christmas Eve – close at 2:00 pm or closed all day.
11) Christmas Day (Federal) – closed
12) Day after Christmas – closed

13) Employee's Birthday: When a full-time employee meets their 1-year anniversary, they are eligible for a paid birthday day. This day has to be used within 3 weeks of their birthday.

The 6 Federal holidays are paid holidays. When a federal holiday falls on a Saturday, it is usually observed on the preceding Friday. When the holiday falls on a Sunday, it is usually observed on the following Monday.

If a non-federal holiday falls on a weekend it is not a guaranteed paid holiday or closing. Please talk to your director about closings for that specific year. Therefore when the Christmas holidays fall on a weekend, closings and pay will be determined for that specific year.

Typical eligible employees are <u>not</u> eligible for paid holidays during the following circumstances: Leave of Absence
Work
Release
Maternity
Leave
Temporary
Probation
Overuse of UTO and PTO

Vacation (full time)

Paid vacation occurs after one year of Permanent/full time employment.

First year: Refer to PLFAWA
1-3 year anniversary: 7 Days
4-9 year anniversary : 12 Days
10+ year anniversary: 17 Days

Vacation will be assigned after the 1st year of working full time and accordingly thereafter. Employees may use the vacation time upon approval of their request. Time away from the workplace is important for the welfare of the employee. For that reason, the center encourages all employees to use their vacation each year. It does not carry over to the next year, however any unused time can be paid out.

A 2-week notice is required, and directors do their best to grant the request. If your request is less than a 2 week notice, you will be asked to find your own sub. Only 2 full-time staff are allowed off per day.

Vacation Requests and Assignment (full time)

Each eligible employee will be asked to provide requested vacation dates for each calendar year.

Process:

- The Center Director shall provide a full year calendar for the purposes of vacation requests and assignment.
- The calendar provided goes the director first and then to the employees according to seniority status per consecutive year. Ex: You've been here for 9 years total, but left and came back at some point, your seniority status will be considered how many years you've been back.
- The employee will look at the calendar to see if there is availability for that day. Only 2 full time staff off per day, per center.
- The employee shall submit their vacation request/assignment and return to the Center Director.
- The Center Director shall initial their approval and put the request on the calendar and continue with the next employee.

Each employee is provided with a vacation record that outlines any additional information and/or instructions. If a two-week notice is <u>not</u> provided, the employee is responsible for finding his/her replacement and having it approved through the director.

Misc: Vacation requests of FULL TIME employees must avoid the following time periods: *the last full three weeks in August must be approved by the director.

Paid Leave for All Workers Act: Siblings and Company In effect on January 1, 2024

This law states that all workers, whether part time or full time, must be eligible for paid time off.

We currently provide paid leave to our full-time staff starting at their one-year anniversary. Once a full time employee meets their 1-year anniversary, they will continue with our Siblings and Company Paid Time Off policy. If you are part time, PLFAWA is in effect until you are full time.

Who does the PLFAWA effect?
-New full-time staff within their first year of employment.
-Part time staff throughout the duration of their employment.

For every 40 hours worked, you accumulate 1 hour of paid leave. Employees can **"accrue"** up to 40 hours per year. While an employee is eligible for his pay, they earn hours as they work. For example, so all 40 hours won't be available immediately. For every 40 hours, you earn 1 hour of paid leave.

A **part-time, temporary, or seasonal worker** *is* entitled to earn Paid Leave under the Act, but because they work less, they might never accrue a full 40 hours of leave in one year.
Example: Employee A *works 10 hours a week, earns 1 hours of paid leave every 4 weeks; works 50 weeks per year = earns approx. 12 hours a year*
Example: Employee B *works 20 hours a week, earns 2 hours every 4 weeks, works 50 weeks per year = approx. 24 hours a year*

Employees shall be entitled to **use** Paid Leave **90 days after** January 1, 2024, or 90 days after starting employment, for employees hired after that date.

Requests will be approved with a 7-day notice. Paid time will be denied if the leave is within the 7 days and the employee's absence leaves the class out of ratio, or another employee has to stay to cover the absence.

PLAWA does not require payout of unused leave unless the leave is credited to the employee's general paid time off bank or employee vacation account (Sec. 15(l));

Staff Printed Name_____

Absences/Illnesses (all)

Please contact the program director at least two-hours before your shift is scheduled to begin or as early as possible. These call-offs should be used for sicknesses only.

If you experience an absence of more than 1 day because of an illness or you believe to be contagious, please speak with your director to determine if it is necessary to obtain a doctor's slip indicating that you can be in a childcare setting prior to returning to work.

Return date to work shall reflect the same criteria applied to the children.

Unpaid Time Off (UTO) (full time & part time)

Permanent full-time employees can request a maximum of 5 days UTO in a calendar year (the exception is Permanent full-time employees may request a total of 7 days off without pay *during the first year* of employment.)

Permanent part-time employees can request a total of 7 days without pay. UTO must be prearranged and approved with the Director and are not guaranteed.

1 unexcused absence will result in termination of employment.

Paid and UTO (Full time after one year)
An employee does not need to use paid days first or vice versa, but once 1 category has been used, the employee must then start using the other category.
Example: I have used all 5 UTO and need a day off next week. I must now start tapping into my paid days. I cannot keep using UTO since all 5 are used.

Employees can request "hours" if they only need part of the day off. It does not have to be a whole day.

If an employee exceeds their amount of paid and unpaid days and any additional UTO needs to be used, your next holiday pay will be affected. Unfortunately, UTO cannot be limitless and as much as we want to accommodate, we can only allow so many days before "Full Time" status is not appropriate.

Ex: I have used all my UTO and PTO and need to request 5 hours off for a weekend trip. This can still be requested by the employee, but those 5 hours will be unpaid and will be deducted from the next holiday. Meaning your next holiday will only be 3 hours instead of 8. Another example is an employee is out of days but requests 16 hours off. That means the next 2 holidays will be affected. Basically, however many hours you're

requesting, that's how many holiday hours are affected. If no more UTO is used before the next holiday, that day will be earned in full. If more UTO is used, holidays will continue to be affected until the anniversary is reached and your calendar resets.

FMLA Family and Medical Leave Act

Siblings and Company complies with the federal Family and Medical Leave Act FMLA. Eligible employees may be entitled to up to twelve weeks of job protected leave in a twelve-month period for qualifying family or medical reasons as defined by law.

FMLA provides job protection and continuation of benefits but does not guarantee paid leave.

Use of Paid and Unpaid Time During FMLA

Available paid time off may be required to be used concurrently with FMLA leave. The amount of paid time off required to be used will be determined by leadership based on the circumstances of the leave and operational needs.

Once paid time off is exhausted or no longer required, remaining FMLA leave will be unpaid but will continue to be job protected for the duration of the approved FMLA period.

Coordination and Documentation

Employees requesting FMLA will be required to provide appropriate medical certification and periodic recertification as allowed by law. Siblings and Company will designate FMLA leave when applicable and track usage accordingly.

INCRAA Program (full time & part time)

Siblings & Company supports the educational advancement of our employees and encourages them to participate in this program that will financially support taking ECE classes after 1 year of employment.

Great Start Program (full time & part time)

After one year of employment, eligible employees can apply for supplemental income through the Great Start program.

Funeral Absence (full time) Eligible after 1 year.

Eligible employees are entitled to 3 days off with pay following the death of an immediate family member. An immediate family member is defined as a spouse, a parent, grandparent, a mother-in-law, a father-in-law, a sibling, or a child. Employees may request UTO or PTO for individuals that do not fall into these categories.

Leave of Absence (full time & part time)

If an employee needs extended time off the arrangement should be made with the site director. When able, the center will try to hold the position until you the staff is able to return. However, this can't be quarantined and if this is not feasible, the employee may take an alternate position upon return.

AFLAC (full time or part time)
Must work at least 20 hours a week and be ages 18-74.
After 30 days, you are eligible to sign up for Aflac. You must sign up immediately after the 30 days. Talk to Anne to get set up.

Maternity/Paternity Leave (Permanent/full time)

Either natural childbirth or adoption will be honored in this section.

Employees can take 6-12 weeks of time and when able, the center shall hold your position until you are able to return. If this is not feasible, the employee may take an alternate position upon return.

Full-time employees are given 1 week (5 days) of paid maternity leave for each full year they are employed, up to 6 weeks of pay. This is consecutive full-time years and will begin from the most recent full-time start date.

Example: If you have worked full time for 1 year and 3 months when baby is born, you will receive 1 week of maternity pay for your full year and 25% of a week's pay for the 3 months.

Months	1	2	3	4	5	6	7	8	9	10	11
% of a week	.08%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%

Staff hired prior to January 1, 2026 will still receive the additional 2 week's paid if they met their 3-year anniversary prior to having the baby. Staff hired after that date, will receive the time paid listed above.

This benefit is reserved for employees who are returning to work following the receipt of the benefit. If the employee resigns following receipt of the benefit, the following schedule is applied.

Resignation within 60 work days of agreed upon return – 100% of benefits are returned Resignation within 61-90 work days of return – 50% of benefits are returned

Probation (all)

All new employees will be placed on a 3-month probationary period. During this time, the site director shall provide ongoing training and feedback related to the performance and maintain documentation in the employee file. If, at the end of the 3-month probationary period, the employee is not working up to the center's standards, the site director has the authority to extend the probation period or to terminate employment.
The probation period will allow for supervised child contact until the background checks have been returned. Should a background check result in findings that are not acceptable for Siblings & Company, employment shall be terminated. This includes any background checks received after the completion of the probationary period.
For permanent full-time employees who successfully complete the probationary period, PLFAWA, Aflac and Illinois Secure Choice can take effect.
If an employee has extensive time off during their probation period, termination is possible. Full time positions require consistent attendance. During the first 90 days, using 50% or more of unpaid time off may result in a review of your full-time status.
This review could lead to reduced hours, a change in role, or removal from the position.

Lillio (Permanent/full time)

Lillio is our communication and planning app. This helps bridge the gap between school activities and home. Please review the daily and weekly expectations per classroom.

Grievance (all)

Should an employee have a concern or complaint, they are to inform their director first. If they are not satisfied with the response, the employee is to follow the next step in the chain of command.

Promotions (all)

Promotions within the center are at the discretion of the site director and with the approval of the administration.

Professional Development (all)

All staff will be provided with continuing education opportunities along with educational and informational resources. All employees shall have a minimum of 15 hours of continuing education hours, and all courses must be site approved. The number of continuing education hours may exceed 15, depending upon the employee interests and needs.

Professional Development shall be designed on an individual basis, and reflect the growth interests and needs of the employee. As a guide the professional development will be a combination of the following tiers.

Independent Study: maximum
of 3 hours Company Retreat:
maximum of 8 hours
Director/Center Meetings:
maximum of 3 hours Professional
Seminar/Convention: no
restrictions

Variations to this educational tier are submitted and approved by the Director and the main office.

Professional Development Day/Staff Retreat (full time)

One day each calendar year, Siblings & Company children do not attend the center and the Center hosts a day of learning for the staff. This is considered a normal workday and absences are not permitted. This day is usually scheduled for the Friday before Easter.

Discipline (all)

Non-compliance with center policies and expectations and DCFS policies outlined in the employee handbook shall be documented in staff records. The 1st infringement shall be a verbal counseling. The 2nd infringement shall be a written warning. The 3rd infringement shall result in time off without pay (number of days shall reflect the severity of the infringement). The 4th

infringement shall result in termination. The director retains the authority to alter the number of compliance opportunities depending upon the infringement.

Any violation of child abuse or neglect policies shall result in immediate suspension, pending investigation. Any employee action that has a significant negative impact on the child/center may result in immediate termination.

Termination (all)

Employment can be terminated by either party. If the employee has unused PTO, they will receive pay out for that.

Termination initiated by the center will follow the procedure outlined in "discipline." Alteration from this procedure is at the discretion of the site director.

Final paycheck shall be dispersed according to the next scheduled payday.

References (all)

If an employee seeks employment elsewhere, Siblings & Company will provide references to potential employers with the individual's permission. Please note the company does not provide "good" or "bad" references. It is important that the employee is aware of what he/she has been counseled on during employment. This center will provide facts and not opinions.

Upon employment termination by either party, the employee will be asked to complete a "reference" approval letter. This letter will dictate what areas of the individual's employment can be disclosed to the caller.

Rehire (all)

Siblings & Company looks at each employee and the reason for departure individually. As a rule, the company does not rehire employees that leave to work for a competitor.
An annual rehire will take place with all permanent/full time and part time employees. Upon interview and observation, Siblings and Company will determine if employee has continued to meet company standards and policies. If an employee is rehired, they're previous clock hours will be counted towards the wage scale but their benefits start from their recent start date.

Intellectual Property (all)

All forms, policies, and procedures of Siblings and Company are the intellectual property of the company. If the employment ceases, no forms, policies, and procedures may be used outside of employment.

Non-Compete (all)

No employee is permitted to be employed at another childcare center while working for Siblings and Company

Performance Evaluations (all)

Performance evaluations are conducted during the 3-month probationary period and periodically throughout the year.

Performance evaluations will be based upon the following criteria categories: job performance, professionalism, outside support of center activities (parades, fundraisers, family events, etc), self-initiated career advancement.

Personal Expression (all)

Individual expression (piercings, tattoos, hair color, etc) must not interfere with the overall physical, social and emotional care and development of the children. Items that are not viewed as appropriate by this company are asked to be covered or modified.

Attendance (all)

Employees are expected to be in their classroom/room of work and ready to begin at the beginning of their shift. Please do not walk through the doors when your shift is expected to start. Employees must remain in their assigned position during their regular work hours. Employees are expected to end their shift according to schedule, unless otherwise approved by the director. In the event that the number of children allow the employee to leave prior to the end of the shift, the employee MUST notify the director of this status. In the event that the employee did not notify the director and remained on the clock, the director has the authority to correct the time clock record.

Dress Code (all)
Employees are expected to present a professional appearance, appropriate for the position at the center. Employees shall have a clean and groomed appearance.
The center director does have the authority to ask the employee to change clothing prior to working.

Acceptable	Not Acceptable
When in the classroom, you may add a plain jacket, cardigan, scarf, or layer with a long sleeve t-shirt underneath if you are cold. Siblings sweatshirt, jacket are good too!	Non-Siblings Sweatshirts/pullovers that cover both logos are not acceptable.
Pants: Jeans, khakis, linen pants, maxi skirts, professional look	Yoga pants, leggings, gym shorts or sweatpants are not acceptable.
Professional appearance. Well-groomed and welcoming appearance.	I hit my snooze button one too many times.
Professional shorts: Shorts must have a 3-inch inseam	No sweatpants/athletic shorts/etc
One piece swimsuit	No visible cleavage
Shirt/jacket with company Logo visible	T-shirts with print/advertisement/event

Inclement Weather

Centers DO NOT follow the same standards as school closings and remain open in most cases. However, with many staff not living in town, delayed openings are possible.
*Review the latest Inclement weather update.

Work Release (Permanent/ full time & part time)

If an employee needs extended time off (more than 1 day) because of medical reasons, a work release form must be completed indicating what they are not able to perform. If an employee is not contagious and is not physically restricted from specific activity, the employee is expected to work. Absence of this work release form, or a doctor's slip that is non-descriptive will not be accepted. If the work release is questionable, the Center does reserve the right to request a second opinion.

Professional Behavior (all)

During work hours, employees are expected to be involved in work related functions. No outside activity or non-work-related activity is acceptable. There is always room to improve!

Nap times are expected to be used for cleaning, curriculum planning, and focusing on your room.

Employees are expected to maintain their workspace/room in a manner that is conducive to the activity for the room. Employees are asked to leave all non-work essential materials in their vehicles.

All personal items such as purses are to be kept in storage and not in plain view. Food, snacks, etc. shall be maintained in storage areas and not in view.

Privacy (all)

Families expect us to keep their children safe and secure. Employees must avoid using the children's names outside of work and keeping work related stories private. Employees should never post pictures of children from the center on their personal social media sites or share a child's picture. Also, the child's day must only be communicated to their parents or guardian only. Not alternate pick-ups.

Tobacco/Alcohol/Legal Drug Use (all)

The use of Tobacco/Cannabis and Alcohol is prohibited on Siblings and Company property. This includes cigarettes, chewing tobacco and e-cigs. We ask that you pull away from the property before use. When returning to work, be aware of your scent and employees who do have a scent or acting in any manner will be asked to leave until resolved. All staff will adhere to the DCFS policies regarding the use of recreational marijuana.

Cell Phones and Personal Technology (all)

CLASSROOMS ARE PHONE FREE ZONES. All cell phones shall be turned on silent during work hours and kept in purses or away from view or use. They create distraction from the class and use will not be acceptable. Position related calls should be made on the center phone line. Personal calls are to be made during breaks. Personal computers and Ipad use will be in discretion of the director. Smart

watches being used as phones will not be accepted.

Public Communication Forums (all)

Although the company does not seek to control an individual's use of a public communication forum (facebook, instagram, snapchat, twitter, tik tok etc), employees are asked to be aware of their postings and how it may affect their professionalism and employment situation. Be very aware of what you are posting if you have a Siblings and Co. Shirt on. You represent everyone at that point. If you are posting on your break but are in the building, please still be aware of your background. Posting in your classroom or involving children in any way will not be tolerated and is a breach of privacy.

Employment Related Expenses (all)

Upon initial employment, the employee is responsible for all prerequisite requirements (physical, T.B. test, etc.). After 1 year, the center shall assume the cost of any cost-related employment requirements, up to $50.00 per requirement. A receipt must be present.

Curriculum Planning (Permanent full time & part time teachers)

All teachers are responsible for pre-planning their student's learning experiences, according to the lesson plan guide distributed, at least 1 week in advance. These plans must be submitted to the director by the Wednesday by 2:00 pm one week before it takes place. Any comments shall be returned to the teacher prior to the Friday of that week or they can be available to parents through himama.

Code of Conduct (all)

It is important that teachers of Siblings & Company promote and establish an atmosphere for student retention and enrollment. This requires that the teachers continuously promote to the best of their efforts the educational benefits to any and all eligible students.

Childcare Tuition Reduction (all)

Full-time employees will receive a 30% reduction of tuition costs. Part-time employees will receive a 15% discount. This replaces discounts offered to the general public and cannot be combined with additional options.

Community Activities (Permanent full time, part time & substitute)

All employees are strongly encouraged to participate in one community event determined company wide as well as the Children's Art Fair. Additional events are voluntary.

Extra-Curricular Activities (all)

Each full time permanent and part time permanent employee is expected to take part in 2 evening/weekend family participation functions. These include, but not limited to: Winter Wonderland, Fall Festival, Book Fair, Literacy Night, Open House. Additional events are voluntary but strongly encouraged

Employee Handbook

Updated January 1, 2026

By signing this document, I am stating that I fully understand the employee benefits and company expectations addressed in this handbook. I also understand that I am held to the expectations of DCFS 407 standards.

_____ _____

EMPLOYEE SIGNATURE *DATE*

_____ _____

DIRECTOR'S SIGNATURE *DATE*