



# **SIBLINGS & COMPANY**

## *Early Childhood Centers*

### Employee Handbook

Updated: August 2024

We believe that one teacher can shape a child. We believe that one child can shape the future.

We are committed to the future, one child at a time.

## Siblings & Co. Early Childhood Centers

### Our Values and Principles

The values and principles recognized by Siblings & Co. families and teachers are viewed as the fundamental beliefs that guide our actions. This community of individuals has identified that a value driven program has the following virtues...

- Commitment, faithfulness, and dedication
- Appreciation for education, knowledge, and the drive to always to better
- An atmosphere of kindness, respect, consideration, caring, honesty, and trust
- A feeling of togetherness and friendship
- Support open lines of communication
- Appreciate humor and laughter
- Provide understanding and attention
- Support an individuals' creativity, individuality, and ideas
- A place that encourages learning, curiosity, and exploration
- A place of comfort and security for the family and children

### **Our Mission**

- To provide advanced and progressive methods of Early Childhood Education
- To search out new opportunities for the growth and education of children
- To provide each child with the kindness, stability, & consistency needed to grow

Siblings & Company is a center that has progressive ideas and is ready to take on many challenges. If you ever have any ideas that can add to the program or benefit the employees, children and families, please pass it on. We're always ready to listen and look into different things.

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!

*Again, welcome and congratulations on joining a company that remembers the past, lives in the present, and plans for the future!*

## **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)

## **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

Please initial and sign at the bottom.

\_\_\_\_\_ 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.

Staff Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Holidays (full time)

We observe 6 Federal Holidays and 5 Non-Federal Holidays.

Holiday pay is received after 1-year Permanent Full-Time status for employees hired after July 1, 2024.

- 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) Labor Day (Federal) – closed
- 7) Thanksgiving Day (Federal) – closed
- 8) Day after Thanksgiving - closed
- 9) Christmas Eve – close at 2:00 pm or closed all day.
- 10) Christmas Day (Federal) – closed
- 11) Day after Christmas – closed
  
- 12) 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 not 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.

Within first year: Refer to PLFAWA on the next page  
1-3 year anniversary: 7 Days  
4-9 year anniversary : 12 Days  
10+ year anniversary: 17 Days

Vacation will be assigned after the 1<sup>st</sup> year of working full time and accordingly thereafter. Employees may use the vacation time upon approval of their request. Time away from the work place 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. Please be aware that the needs of the children will take priority and the facility must be adequately staffed in order to receive time off.

A 2-week notice is required and directors do their best to grant the request. Only 2 full-time staff are allowed off per day.

## Vacation Requests and Assignment (full time)

To allow for smooth operation of the Center and eliminate conflicting schedules and requests, each eligible employee will be asked to provide requested vacation dates for each calendar year.

Process:

- The Center Director shall always 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 not 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 \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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 are able to 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 are able to 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 are able to 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 are able to 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 of 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. We have increased the number of unpaid days from 2 to 5 because we understand that life happens and we are not in control of our days off sometimes. If more UTO is used, holidays will continue to be affected until the anniversary is reached and your calendar resets.

## **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 are able to 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 is in need of 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. The employee is entitled to 6 weeks away from work for vaginal delivery and 8 weeks for C section. Your guaranteed leave is either 6 or 8 weeks depending on delivery/doctor release.

Employees requesting additional time off from the 6 or 8 week approval:

- For medical reasoning, a doctor's note will be required and staff will refer to the "Leave of Absence" policy.
- If by personal choice, extended time will need to be approved.

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.

Employees who meet their 3-year anniversary before or during 6-8 weeks post baby, will receive 2 additional paid weeks through Siblings and Co. Ex: If you received 3 weeks paid and you meet your 3 year anniversary, I will add 2 more paid weeks so you will be receive 5 weeks paid.

If this additional 2 paid weeks puts you past the 6 or 8 week leave time, that additional time off will be granted. Ex: I have been granted 5 weeks paid due to meeting my 5-year anniversary. I had a vaginal delivery; therefore I am guaranteed 6 weeks off before additional time is approved. The 2 additional weeks I am granted puts me over my 6-week guarantee. The extra time will be granted.

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%

This benefit is reserved for employees who are returning to work following the receipt of the benefit. In the event that 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.

### **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 1<sup>st</sup> infringement shall be a verbal counseling. The 2<sup>nd</sup> infringement shall be a written warning. The 3<sup>rd</sup> infringement shall result in time off without pay (number of days shall reflect the severity of the infringement). The 4<sup>th</sup> 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)

In the event that 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. In the event that 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**

\*We are currently looking into revising this policy.\*

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.

When we are open but weather results in low enrollment, the following procedures will take place.

1. If you are full time, plan for your schedule to remain the same even if your room's enrollment is low.  
  
Example: If a baby room usually has 8 babies with 2 full time staff and there happens to be a decent snow the night before and only 3 babies come that day. Both staff members will receive the opportunity to continue with their full day even though enrollment does not call for it.
2. If you are part-time, we base your hours off enrollment and if you're needed for ratio.
3. If one staff member would like the day off, they may use a UTO or a PTO day. If a UTO day is chosen, it does count as one of your allotted days. Please note that this also has to be approved by the director and the center must still be in good standing in order to do so.
4. If a staff member would like their hours but they don't feel comfortable driving first thing, pushing the shift back a little may work for people who have a little farther to drive. This would be "delayed shift" for inclement weather days. This would most likely be something that is discussed the night before.
5. Q: What if both teachers in the class would like to be off?  
A: Our priority is providing quality care to the class so in most cases this would not be ideal. This would only work if we have someone qualified to cover the room and is not guaranteed.
6. There could also be split days. If a class only calls for 1 teacher instead of 2 and both teachers would like some hours but maybe not all...one teacher can open the room and one can close it. 7:00-12:00 and 12:00-5:00.

All of these situations are examples. Everything is varied depending on the class and what the children of the center need. This would also work for low enrollment days that we are open. Veterans Day, Columbus Day, Christmas Eve. Etc.

I do want to make it clear if your class is low, your main focus is still your class. It's the chance to get caught up on paperwork, assessments, creating a super special activity, lesson plan prep. This is not free time to visit other rooms. You will be classified as a "roamer" and asked to clock out. Don't be a roamer ☺

Your director may also need assistance in another room.

### Pay

-In the event that we are fully closed, employees who qualify for holiday pay will receive inclement weather pay for what they were scheduled to work that day. However, if you were already scheduled to be off, your UTO or PTO will continue to be used.

- Usually, early closure decisions are made the day of as weather is coming in. If the center closes early and before your normal shift ends, those qualifying staff will still receive their full hours they were scheduled to work that day.

-If we have a delayed opening, this will most likely be planned the night before. In this case, shifts may be pushed back completely. Example: If we open at 8:00, a usual 7:00-4:00 shift will be an 8:00-5:00 shift.

## **Work Release** (Permanent/ full time & part time)

In the event that 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. In the event that 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

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# Employee Handbook

Updated August, 2024

**BY SIGNING THIS DOCUMENT, I AM STATING THAT I FULLY UNDERSTAND THE EMPLOYEE BENEFITS AND COMPANY EXPECTATIONS SET FORTH IN THIS EMPLOYEE HANDBOOK. I UNDERSTAND THAT BY SIGNING, I AM ENTERING A CONTRACT AGREEMENT AND COMPLY WITH ALL POLICIES WITHIN EMPLOYEE HANDBOOK.**

\_\_\_\_\_  
*EMPLOYEE SIGNATURE*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*DIRECTOR'S SIGNATURE*

\_\_\_\_\_  
*DATE*