***Little Ras-kel’s: The Purpose of the Handbook***

 *This Little Ras-kel’s Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all Little Ras-kel’s employees as a condition of their employment. The Standards of Conduct describe the expected actions and behaviors of employees while on the clock.*

 *This Little Ras-kel’s Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.*

 *The policies and procedures outlined in this handbook will be applied at the discretion of Little Ras-kel’s. We reserve the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.*

 *The Company will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions.*

 *No provision in this employee handbook or expected Standards of Conduct can be waived without written permission from Brooke Johnson, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.*

 *Little Ras-kel’s strives to provide an employee-friendly environment. Your commitment to parents and children is to provide quality care and use developmentally appropriate practice. These policies, procedures, and working conditions provide a work environment in which both families and employee-interests are served.*

 *Little Ras-kel’s values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive. The Company provides an Open Door Policy in which employees are encouraged to take problems to Brooke and/or their managers.*

 *Little Ras-kel’s is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. Little Ras-kel’s provides for fair treatment of employees based on merit and continue education and commitment to Little Ras-kel’s. The Company complies with all applicable federal, state, and local labor laws.*

 *Employment at Little Ras-kel’s is on an “at will” basis, which means that either you, the employee, or Little Ras-kel’s, may terminate the employment relationship at any time, for any reason, with or without cause. Only a written agreement, signed by Brooke Johnson, can change the “at will” nature of the employment of any individual.*

 *Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook and employee Standards of Conduct.*

*Regards,*

*Brooke Johnson*

 *If you have made it this far, I must see something in you that makes me feel you would be a good addition to our team. I opened the doors in July of 2012, received my first license on Little Ras-kel’s Playhouse in October of 2012. We have worked hard and built things up and received a license on the “Clubhouse” in April of 2013 and the “Treehouse” in June of 2014.*

 *Here at Little Ras-kel’s, “We Learn and Play All Day”!! It is our goal to provide a safe and healthy learning environment for children. We strive to provide the love and structure that is demanded of children for them to flourish in all areas of life.*

 *At Little Ras-kel’s honesty and communication are the most important values. I feel that every employee has a voice and that if we all work together in an honest way we can provide better care for the children and a better working environment for all of the employees.*

 *It is my commitment to you that I will always strive to act in a fair way to all. I feel that if we all act as a team and try to solve tasks together we will go farther.*

***New Employee Orientation***

*Prior to employment, it is required that all perspective employees sign a waiver for a criminal background check and fingerprinting. In addition, they must be current with their CPR, First Aid, and Universal Precaution and these must be completed annually throughout employment. Everyone must have a current drug screen and tb test. It is a requirement of Little Ras-kel’s that all employees complete the Foundations and Child Abuse and Neglect training prior to employment. Foundations and Child Abuse and Neglect training can be completed online at* [*www.iaccrr.org*](http://www.iaccrr.org)*. It is also required, by the state, that all employees have a statement from a doctor stating whether or not they are able to work with children.*

***Continued Education and Training***

 *It is required that all employees keep their CPR, First Aid, Universal Precaution, and tb test current by completing them yearly. It is also required to do an annual refresher course for Safe Sleep (this may be done online). In addition, I ask all employees to complete 20 hours of training a year. These trainings can be done at our bi-weekly meetings or online for your convenience, through conferences, at employee meetings, or through higher education. It is my suggestion that each employee strive to enroll in one continuing education course a year. Little Ras-kel’s is willing to enter into an agreement with TEACH to assure success and financial assistance.*

***Dress Code/Hygiene***

 *Employees are asked to wear Little Ras-kel’s shirts (that can be purchased at a low price) and pants of your choice. The pants must have no holes or stains and be comfortable enough that you can get up and down to play with children. Remember we are PROFESSIONALS and should dress accordingly. NO PAJAMA pants are permitted. As professionals, we should all show up to work clean and looking well groomed.*

***Personal Phone Policy***

*I know the new world is one of cell phones and easy access to your life outside of work, but I expect things to be dealt with on your own time. With that being said, I have the right to require any employee, at any time for any reason, to leave their phone in their personal vehicle.*

*The first offense: verbal warning*

*The second offense: written warning/no phone allowed*

*The third offense: TERMINATION*

 *Little Ras-kel’s does have land line numbers that can be used for emergency phone calls and it is okay to give these numbers out to someone who may need to reach you, as well as my personal number 765-491-1873. There is no reason for parents to have the numbers of individual employees. All communication needs to go through me so there is no confusion. If a parent contacts you on your phone, please direct them to me. It is your job to take care of children and my job to take care of their parents.*

*Playhouse numbers: 574-808-3066 and 574-808-3193.*

 *Tree House number: 574-808-3298*

***Parent/employee Interaction***

 *We are from a small community. I expect all of my employees to remain professional with parents. A general rule is, if you didn’t have their phone number before they enrolled don’t accept it. The same with relationships, I expect my employees to be HONEST and be upfront about any involvement with a parent or potential parent. This makes it my choice to continue your employment/ enrollment or not. Being friendly is different than being friends. This is a profession and if professional conduct is an issue there will be ramifications.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: TERMINATION*

***Visitors***

 *All visitors must be approved by me for* ***every visit****. The state has certain requirements on visitors as well. If a visit is approved keep it professional. Remember, we strive to be people children look up to. Keep all conversations child appropriate. At Little Ras-kel’s, we ask that you keep your personal life separate from your work life. Please, no Public Displays of Affection. Some parents or children may not feel it’s appropriate. Anyone visiting more than 8hrs/monthly will be required to meet all requirements of an employee/volunteer.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: TERMINATION*

***Time Off Requests***

*We will be open every Monday through Friday with the exception of Thanksgiving and Christmas Day. I will be as fair as I can but no one gets to be off work every other holiday. I promise to work with you, as much as I can, when it comes to your personal life and days that you need off as long as you promise to be fair and give me the appropriate notice when you are able to. I will ask for availability bi-weekly and make schedules accordingly. Requests given after that will be considered but not always granted.*

***Calling Off Work***

*I expect all of my employees to give me at least two hours’ notice when calling off work. All notices must be given by telephone,* ***NO TEXT MESSAGES!!*** *If you know you are going to miss work before the two hour mark, please give me as much notice as possible so I can cover your shift. Employees must be fever or vomiting free for 24 hours before returning to work. I will give you your schedule on Sunday for week at a time. It is then your responsibility to make sure you have means to get to work and show up on time. It is not okay to ask someone else to cover for you. If you are not going to be at work, please let me know and feel free to offer a suggestion for how I could cover you, but ultimately that is my decision. Any employee not giving sufficient notice will receive a warning.*

*First offense: verbal warning*

*Second offense: written warning*

*Third offense: TERMINATION*

***Time Cards/Payroll***

*All time cards need to be placed in the cash box (Playhouse or Treehouse) every Friday or Saturday. You will be paid biweekly. From now on, if your card is not in the cash box when I collect them to do payroll, you will* ***NOT*** *get paid for those hours until the next pay day. Remember you will only get paid for your scheduled shifts* ***unless otherwise authorized by me.*** *If you are scheduled 11-4 and clock in at 10:45 and out at 4:15 you will still only get paid from 11-4. To get authorization you can text or call me. Unless you are receiving vouchers, make sure you are writing on your time cards if your children are present while you are working.*

***Time Management***

*I expect that all of my employees work at Little Ras-kel’s because they have a desire to educate children. Along with following our curriculum, there are also cleaning responsibilities that must be performed. Please use your time wisely. If it is felt that you are not, you will be asked to clock out and go home. It is our job to provide a safe, clean, loving learning environment for children! Part of the job is cuddling, feeding, and personalizing care. However, everyone is expected to do more than just that.* ***Remember to get on the floor and play with the children you care for.*** *It is a requirement that a curriculum* ***MUST*** *be followed and individualized for each age/ability level of children.*

*First offense: verbal warning*

*Second offense: you will be sent home*

*Third offense: unpaid leave/TERMINATION*

***Documentation***

*It is very important that every employee complete written documentation daily. There is a log for daily ins and outs, food program that needs entered into computer at the point of service, medication logs when applicable, daily sheets, accident reports, incident reports, diapering logs, and the list goes on and on. If you are not sure about appropriate documentation please ask. Use our dry erase board (at the Playhouse) and the comment section on daily log to communicate with other employees. For example, if a child is being picked up early this needs to be documented so all shifts know what is happening.*

*First offense: verbal warning/retraining*

*Second offense: written warning*

*Third offense: reduced hours/TERMINATION*

***Cleaning***

*It is the responsibility of every staff member to look and see what jobs they are assigned for the day. These assigned jobs are in addition to the normal every day jobs. No one should leave the next person with a mess to clean up. If we keep up with things all day there should never be an issue. Look at the daily, weekly, and monthly cleaning lists for specifics on what my expectations are.*

*First offense: verbal warning*

*Second offense: written warning*

*Third offense: reduced hours/TERMINATION*

***Outside Time***

***ALL children will go outside daily*** *unless I say differently or the child has a doctor’s note. It is not up to the employees to decide that they don’t feel like going out and take that away from the children. It is also NEVER okay for an employee to allow children to be outside ALONE!!! Remember that children are to be within sight and sound of the caregiver at* ***ALL*** *times. Please mark your outside time on the “Let’s Go Out and Play” chart that is posted on the back door at each location. Sign that you were responsible for this time. This will be checked weekly.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: reduced hours/TERMINATION*

***Curriculum***

 *At Little Ras-kel’s curriculum should be used daily!! If you are uncomfortable writing your own, there is some available for you to use. Schedules should be posted at every location. If you work during one of these times, it is your job to make sure that curriculum is being taught. If you are not willing to do curriculum, your hours will reflect that choice. If you have accepted that responsibility and do not comply there will be ramifications.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: reduced hours/TERMINATION*

***Employee Meetings***

 *I will try to have a meeting every other Saturday on payday. Checks will not be given until the end of the meeting. If you do not attend, checks will be left at time clock in the Playhouse to pick up on Monday during business hours (these must be signed for). At these meetings,* ***please bring a positive attitude and great ideas for sharing.***

***Confidentiality***

 *I expect all of my employees to keep things confidential. This means anything discussed in our meetings or with our parents is not for anyone else to know. It is* ***NOT*** *okay to disclose to anyone, that is not employed at Little Ras-kel’s, information pertaining to schedules, routines, behaviors, financial situations, or anything pertaining to Little Ras-kel’s, it’s staff, or families. It is not okay to take pictures for personal use unless you have written permission from the parent or guardian and myself.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: TERMINATION*

***Drug and Smoking Policy***

 *Little Ras-kel’s and the State of Indiana have the right to request a drug test from any employee at any time. Little Ras-kel’s is a smoke free environment. No smoking will be allowed on the property for any reason. This does include your personal vehicle as long as it is parked within a hundred yards of the facility. In addition, if smoking breaks are required for an employee, their schedule will be modified to allow them to have shortened shifts so I can meet their personal needs. If you require a smoke break your time card should reflect that. If there is coverage, you must clock out to leave the premise.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: TERMINATION*

***Childcare for Employee’s Children***

 *I am willing to give significant discounts to my employees. I ask all employees apply for vouchers first. If you do not qualify, I will address cost on an individual basis. If you choose not to apply for vouchers then I will give a 10% discount on the daily rate.*

***School Children and Activities***

 *We need a separate curriculum/activity plan for school kids. It is not OKAY to expect our older children to be pacified with the activities planned for our younger children. If you don’t feel you are the person for this, your hours will reflect that decision.*

 *First offense: verbal warning*

 *Second offense: written warning*

 *Third offense: TERMINATION*

***Rehire Policy***

 *At Little Ras-kel’s, we believe in second chances. For that reason, in the instant that an employee is fired there is a chance that we would rehire them. In order to rehire the employee, there must be two people that agree on it (one being Brooke Johnson and the other being a manager or someone in an authoritative position).*

***Job Descriptions***

*Teacher: As a teacher, I agree to meet all pre-employment requirements and join a national organization that meets accreditation standards. I will also enroll in a program to acquire a CDA, Associate’s, or Bachelor’s degree meeting the ample educational hours that are set by NAFCC. I will write and implement weekly lesson plans and make sure that all daily duties are delegated and completed in a satisfactory manner.*

 *Assistant Teacher: As an assistant, I agree to meet all pre-employment requirements and maintain 20 hours of training a year. My responsibilities include: helping teacher implement lesson plans, complete daily paperwork, and cleaning list (weekly and monthly). I, also, agree to continue my education seeking a CDA, Associate, or Bachelor’s degree.*