



Greetings!

The Management team at Treehouse Learning Center would like to extend a warm welcome to you. We operate on the basis of integrity and transparency in order to develop and maintain long lasting partnerships with our employees. We see our employees as the foundation of the quality services we are able to provide to our children and their families. You are an invaluable asset to our center and it is our hope that **you** exemplify excellence.

Understanding who we are helps you to embody our commitment to high quality child care. Thus, all employees are expected to read this handbook and agree to follow the policies, procedures and practices herein. By following what is outlined in this handbook, you will be well on your way to meeting the goals of excellence and quality at Treehouse Learning Center. This handbook is just a broad tool for conduct. You will be oriented on more specific policies and procedures through our on-going professional development processes to help guide decision-making and best practices.

It is imperative that you set aside some time to become familiar with this handbook. As with any manual, this handbook is subject to amendments as policies change or when new ones are added. It will be very helpful in answering many questions that arise. However, we recognize that no handbook can answer every question. If you do not find an answer to your particular question within this handbook, or if you would like a clarification, please feel free to ask...we will be happy to assist you.

Again, welcome to Treehouse Learning Center. We look forward to a long lasting partnership in offering top notch care to our precious children and their families.

Sincerely,
Treehouse Learning Center Management



EMPLOYEE HANDBOOK

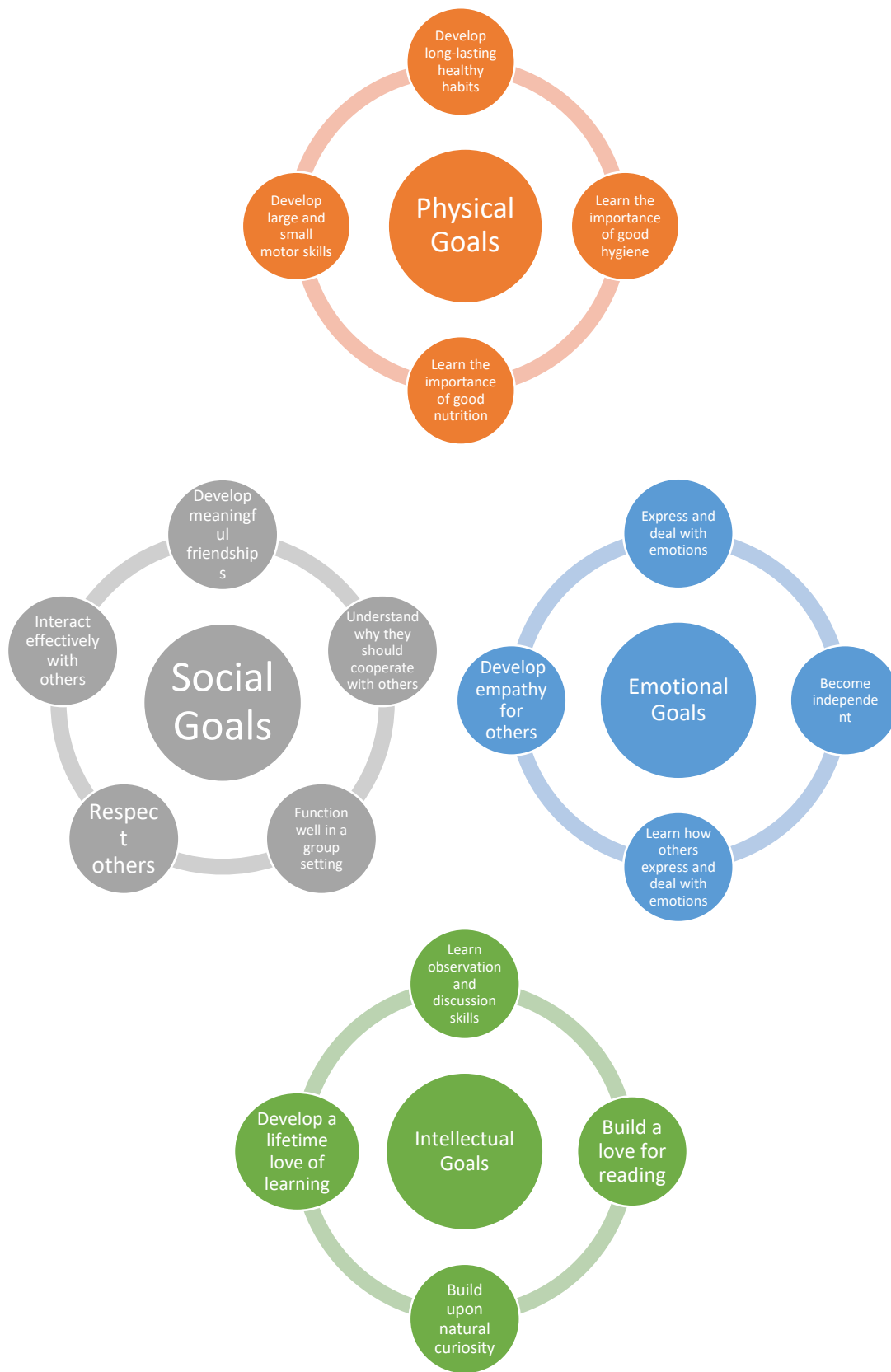
MISSION STATEMENT

Our mission at Treehouse Learning Center is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover and create. We will set out to generate the most contagious learning environment by unlocking creative minds, engaging intuitive thought processes and fostering interpersonal relationships.

PHILOSOPHY

At Treehouse Learning Center we believe in the value and uniqueness of every child. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. Children are encouraged to be active participants, not just observers. Our method of teaching uses a "hands-on" approach since children learn and have more fun when they engage their senses.

Our goal is to foster a passion for learning and enrich each child's self-esteem and awareness. Children are expected and encouraged to be children; we do not believe they are small adults. The individual progress, growth, and development of each child is important to us. The environment at Treehouse Learning Center promotes learning all while having fun in the process. Through a mixture of hands-on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life, growth and development.





GENERAL CENTER INFORMATION

158 Imperial Way
Gahanna, OH 43230
(614) 337-8888

Treehouse Learning Center will be open Monday through Friday 6:00am-6:00pm (hours may vary). If a child will be late or absent we request that parents notify staff by 9am. We will observe the following holidays:

- New Year's Day
- MLK Day
- President's Day (closed for professional development)
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day (closed for professional development)
- Thanksgiving Day & the Day after Thanksgiving
- Christmas Eve and Christmas Day

Early dismissal will occur on Good Friday

***Professional Development days are not optional. Please make prior arrangements for childcare or other situations that may prohibit your attendance. ***

EMPLOYEE POLICIES

A. SUPERVISION OF CHILDREN

Treehouse Learning Center will not exceed the following state required ratios:

Age of children	Staff/child ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency. Staff/child ratio signs will be posted at the entrance of each classroom area.

Separate age groups determine the ratios listed above, as programs are to remain separate. However, at the last hour of center operation, age groups may be combined as long as the ratio of the youngest child present is maintained.

Ratios may vary in the event of a pandemic. Please refer to the ODJFS rules for more detailed information.

B. DISCIPLINE

Treehouse Learning Center strongly believes in positive guidance and redirection. Children exhibiting inappropriate, non-productive, socially unacceptable or undesirable behavior, are simply redirected to more appropriate activities. The goal of discipline is to help children establish self-control and modify behaviors as needed. We believe that discipline is acquired through guidance and learning, not through punishment. The techniques demonstrated by staff will be applied in a way that maintains or enhances the child's self-esteem. Consequences will be immediate and relate to the behavior exhibited. Talking with children after they regain self-control will help them understand why the behavior is inappropriate.

Time out will be used when a child has lost self-control and is unable or unwilling to listen or comply with the rules. If a child consistently exhibits disruptive or aggressive behavior and is unable to regain control, parents and/or guardians will be contacted. If behavior modification/ behavior management planning has been ineffective, Treehouse Learning Center reserves the right to withdraw enrollment of any child or family if excessive or disruptive behaviors continue.

1. The Use of Discipline

The use of discipline shall not be humiliating, frightening, threatening or physically harmful. The use of corporal punishment is unacceptable and will not be tolerated. Corporal Punishment is the inflection of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child.

- a. Discipline shall be consistent and individualized for each child and appropriate to the child's age and level of thinking.
- b. Discipline shall be directed toward teaching the child acceptable behaviors.
- c. Discipline shall not be associated with food, rest, toilet training or isolation.

2. Various Acceptable Techniques

- a. Redirection: Removing a child from the current situation and guiding them to a different area.
- b. Behavior Modification: the alteration of behavioral patterns through use of learning techniques and positive reinforcement.
- c. Natural and Logical Consequences: consequence of or relating to the specific behavior, a consequence that is naturally occurring. Ex. If a child writes on the wall, the consequence would be they have to clean it off themselves.
- d. Time Out: child is removed from the group and/or situation for one minute of time per year of age.

Use of various discipline techniques should be appropriately documented and turned in to the administrator/assistant administrator as due diligence to show our efforts. If these techniques do not improve the behavior consult with director(s). We will notify the parent/guardian to arrange a conference to further discuss the issues.

C. REPORTING ABUSE AND NEGLECT

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director. Ohio law requires caregivers to report suspected child abuse or neglect. Call 855-O-H-CHILD (855-642-4453) to make confidential reports. Failure to report suspected abuse or neglect is a crime.

D. INCIDENT REPORTING

An incident/injury report using JFS form 01299 will be completed by the CCSM when (1) an illness, accident, or injury which requires first aid treatment; (2) there is a bump or blow to the head; (3) in the case of emergency transporting; or (4) an unusual or unexpected event which jeopardizes the safety of children or staff. The completed report will be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. In situations requiring emergency transportation, the incident/injury report will be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of incident/injury report forms will be kept on file at the center and available for review for at least one year.

E. SEXUAL AND OTHER UNLAWFUL HARASSMENT

Sexual harassment will not be tolerated in any way, shape or form.

Treehouse Learning Center is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

F. GROSS MISCONDUCT:

Some offenses are so serious that they can result in termination without previous warnings. The following list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

1. Neglect or physical abuse of a child
2. Withholding food, nap or other comfort from a child
3. Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
4. Failure to report to work without proper notification
5. Falsification of center records (i.e. employment application, payroll, employee records, etc)
6. Working under the influence of alcohol or illegal drugs
7. Smoking in prohibited Areas
8. Conviction of a felony for any offense committed while employed by the center.
9. Fighting, threatening violence or boisterous or disruptive activity in the work place
10. Leaving a child unattended (inside or outside)
11. Allowing a child to leave the center with an unauthorized person
12. Sleeping while supervising children
13. Habitual absenteeism or tardiness without notice
14. Sexual or other unlawful or unwelcome harassment
15. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
16. Insubordination that shows gross disrespect such as threatening, profanity, or yelling at the center
17. Unauthorized use of telephones, mail system, or other employer-owned equipment
18. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
19. Unsatisfactory performance or conduct
20. Sharing confidential information about the center, its employees or children/families
21. Promoting and sharing rumors or negative information about Treehouse Learning Center

22. Discussion regarding hourly pay/salary

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and at the discretion of the administrator, violations may be followed by a warning, a two day suspension, and/or termination of employment.

Note: Severe offenses may result in immediate termination!

G. TECHNOLOGY POLICY

Treehouse Learning Center observes a **NO CELL PHONE POLICY**. Cell phones are not permitted in the classroom and must be stored in your car or in the designated cell phone area. Calls/texts should be made before or after work, or during your designated lunch break. Wearable tech shall not be used in the classroom for calls, texts, social media, etc. Our children should have your full attention at all times (even during naptime).

Personal use of the center's telephone for personal, long-distance or toll-free calls is also not permitted.

This includes excessive incoming calls from employee family members.

If there is an emergency, let us know, so that arrangements can be made.

The Treehouse Brand including but not limited to our images, staff, trade secrets, parent etc is prohibited from use on personal social media and/or personal devices.

H. NON-COMPETE CLAUSE/POACHING

Staff members shall not contact parents outside of the center via text, email, phone call, etc. In addition, no staff shall attempt to poach any parents of Treehouse. If this occurs, Treehouse reserves the right to pursue legal action.

I. HANDWASHING POLICY

Handwashing is the single most effective way to prevent the spread of infection. Therefore, we will stress the importance of frequent hand washing practices at Treehouse Learning Center to decrease the incidence of illness and cross contamination. Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall immediately wash hands with liquid soap and running water for at least 15 seconds:

- Upon arrival for the day, after breaks, when moving from one child care group to another, and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After taking off disposable gloves.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.

Each child (including infants) shall immediately wash hands with liquid soap and running water for at least 15 seconds and be assisted as needed:

- Upon arrival for the day
- When visibly soiled

- After toileting/diaper change
- After contact with bodily fluids
- After returning inside after outdoor play
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity
- Before eating or assisting with food preparation
- After water activities

Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

Note: Hand sanitizer is permitted to be used by adults in the center after wiping children's noses when a staff member is outside or alone in a room, or is needed in the staff/child ratio and running water is not readily available. Staff must thoroughly wash hands with soap and running water as soon as staff/child ratio allows or upon re-entry to the building. *The use of hand sanitizer does not replace the requirement of washing hands with running water and liquid soap*

J. TOBACCO FREE POLICY

Secondhand smoke and its toxins have proven to be harmful to everyone's health and increases the risk of Sudden Infant Death Syndrome. In compliance with state law, our center observes a tobacco-free policy. Parents/guardians and employees will be notified of our tobacco free policy. Our center and its outside surroundings must remain tobacco free at all times. Employees who smoke may not do so while at the center. All clothes must also remain tobacco-free. We reserve the right to send an employee home with tobacco scent on your clothes.

K. CHILDREN OF EMPLOYEES

ALL employees should make appropriate advance arrangements for the care of their unenrolled child(ren) during their scheduled work hours. It is unacceptable for unenrolled children of employees to be at the center during working hours. Children of enrolled employees must follow the rules of the center and rules of the classroom that they are assigned. NO EXCEPTIONS!

L. STRESS RELIEF POLICY

As rewarding as child care is, we are also aware of how demanding it can be. If you are having personal issues or a high stress incident with a child we want you to take care and address your personal needs. In doing this, if you are feeling upset, overwhelmed, angry or stressed, it is your responsibility to notify the director or designee that you are in need of a personal retreat to gather yourself. It is important that you maintain a fresh and positive attitude in dealing with children. This is also important for the children as they can become easily upset or disturbed when they recognize tension in their caregiver. Please do not hesitate to apply this policy; it is in the best interest of everyone. If you notice that you require frequent retreat periods, perhaps the childcare profession may not be for you. Simply walking out or not returning from breaks leaves co-workers in a bind, but more importantly, the children are left unattended. Any employee, who chooses to walk off the job or simply does not return after leaving for a break and/or lunch, will be terminated and reported to Child Care Licensing for NEGLECTFUL SUPERVISION.

EMPLOYEE PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Treehouse Learning Center will be based on merit, qualification and ability. We do not discriminate in

employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristics protected by law.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only and should not be randomly discussed in general conversation amongst Treehouse employees. Protection of the interests of each child and their family is vital in maintaining a standard of professionalism and privacy.

A. ORIENTATION

All new employees are oriented to Treehouse Learning Center policies and procedures. Orientation will begin on the first day of employment and continue throughout the first 30 days. A 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the director(s) for further explanation or clarification of policies at anytime. It is your responsibility to become very familiar with the Ohio Department of Jobs and Family Services (ODJFS) Rules and Regulations. A copy of these rules is located in the Pre-K storage cabinet and in the central office. You can also find these rules online by visiting www.odjfs.org. It is each staff member's responsibility to follow these rules and uphold the expectations of Treehouse Learning Center at all times. Please pay special attention to the following policies:

1. Hand washing and Standard Precautions- Rule 5101:2-12-15.1
2. Diapering and Toileting of Children- Rule 5101:2-12-15.2
3. Supervision and Child/Staff Ratios- Rule 5101:2-12-20
4. Care and Nurturing of Children- Rule 5101:2-12-21
5. Child Guidance and Management- Rule 5101:2-12-22
6. Management of Illness- Rule 5101:2-12-33
7. Incident/Injury Reporting- Rule 5101:2-12-35
8. **Serious Risk Non-compliance**

B. STAFF REQUIREMENTS

1. Medical Exam

Every administrator, employee, and child care staff member needs be mentally and physically able to carry out their duties. We cannot employ any child care staff members who are physically or mentally disabled, as this would prevent them from recognizing and acting upon potential hazards to a child's safety and/or well-being.

Each administrator, employee, and child care staff member shall receive a medical examination from a licensed physician, physician's assistant, advanced practice nurse or a certified nurse practitioner within 1 year prior to the first day of employment, and every three years from date of exam.

2. Education Verification

On or before the first day of employment we must have evidence to verify each child care staff member's high school education.

A child care staff member shall meet one of the following:

- (1) Be at least eighteen years of age and have completed a high school education.
 - (a) High school education is defined in appendix B to the rules.

- (b) Verification shall be on file on or before the child care staff member's first day of employment.
- (2) Be enrolled in the second year of or have completed a two year career-technical program in child development or be a high school senior and also enrolled in a college credit program in child development.
 - (a) Enrollment or completion of a two year career-technical program shall be verified by a signed statement from student's teacher/coordinator of the training program verifying that the student is enrolled in the program and receiving supervision.
 - (b) Enrollment in a college credit program shall be verified by written documentation from the college credit program.

3. BCI/FBI CHECKS

Background check requirements are outlined in chapters 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code. Individuals are required to complete and submit a request for a background check through OCCRRRA. Next, employee must set up an online appointment for fingerprinting and results will be sent electronically to the Ohio Department of Job and Family Services (ODJFS). ODJFS determines eligibility for continued ownership, employment, or residency by reviewing results from the following background check components: BCI, FBI, National sex offender registry, state sex offender registry, child abuse and neglect statewide automated child welfare information systems

If employee has worked at another childcare center within the past 6 months, no background check is needed as we are able to request form ODJFS 1176 for prior results.

If employee is employed less than or equal to 12 months, BCI-FBI fees will be deducted from their last pay check.

4. HEALTH TRAINING AND ONGOING PROFESSIONAL DEVELOPMENT

A center shall have at least one child care staff member on-site (in each building) during all hours of operation who is currently trained in the following (more than one person may be used to meet the requirements of this paragraph):

- a. First aid.
- b. Cardiopulmonary resuscitation (CPR) appropriate for all age groups that the center is licensed to serve.
- c. Management of communicable disease.
- d. Child abuse recognition and prevention

* Every administrator, child care staff member, including substitutes, shall be current with the ODJFS prescribed one-hour child abuse overview which is valid for two years, unless the child care staff member is current with the six-hour training or three-hour refresher. This shall be taken within the first thirty days of hire. Furthermore, SUTQ Training (2 courses) and ODJFS online orientation (6 hr.) is required to be completed before any staff member shall be alone with any child

* Audiovisual or electronic media training shall not be used to meet the CPR training requirement unless there is also an in-person component of the training.

Each CCSM must complete a minimum of six clock hours of training annually each fiscal year. The fiscal year is defined as July first through June thirtieth (ADDITIONAL TRAINING IS REQUIRED FOR SUTQ PURPOSES)

- (a) Health may not be used to meet the professional development training requirements.

- (b) Audiovisual or electronic media training may be used to meet the required six hours of annual training.
- (c) Child care staff members hired between January first and June thirtieth of each year are not required to complete the professional development requirements until the following fiscal year.
- (d) A person designated and employed as a substitute child care staff member is not required to meet the professional development requirements.

5. Orientation Curriculum

- * Child care staff members shall complete the online orientation prescribed by the ODJFS) before they can be alone with children
- * The online orientation may be used for up to six hours of professional development
- * Completion of the training shall be documented with verification from the Ohio professional registry.
- * The child care staff member may be used in ratio, but may not have sole care of children until the orientation is completed.

C. INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets employee **and** employer expectations. Treehouse Learning Center uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Treehouse Learning Center may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. If we determine that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position

If an employee is employed less than or equal to 12 months, any fees for background checks, uniforms and/or educational trainings will be deducted from their last pay check.

D. EMPLOYEE STATUS

Full-time employees have a basic schedule of 32-40 hours per week. Part-time employees have a basic schedule between 10-31 hours per week.

E. STAFF SCHEDULES

Approval is needed for any hours worked over your scheduled hours. Hours of work are subject to change by the Administrator(s) to meet the needs of our families and the Center. Any requests for days off must be given in writing two weeks in advance for approval. Any requests at the last minute will only be honored if possible, and if coverage is available. We do our best to maintain a consistent schedule, but no shift/schedule/classroom is permanent, and specific hours are not guaranteed, as hours are based on the ever-changing needs of the center. We attempt to be consistent, but hours may fluctuate based on enrollment. Keep in mind that any changes or adjustments will be to fulfill the needs of our center. We are required to maintain the appropriate Staff/Child ratios per child care licensing rules. Please remain flexible and prepared, as change is inevitable.

All staff enrolled in school are required to submit an official class schedule 2 weeks prior to the start of the quarter/semester for all in person and online classes. Once class schedule is provided the Director & Asst Director, they will work with the student to accommodate their school schedule (if able).

F. PANDEMIC ACCOMODATIONS

Schedules and Ratios may change during this time. If we are open and operating under our Pandemic License, unemployment benefits will not be awarded as long as Treehouse is open and enrolling children.

G. DAILY RESPONSIBILITIES

1. Parents and children are acknowledged and enthusiastically greeted upon arrival and departure
2. Ensure effective and appropriate communication between staff members when changing classrooms/covering classrooms/leaving for the day
3. Daily schedules/lesson plans/curriculum are to be followed
4. Parent communication is vital and required (modes of communication vary depending on the room and primary communication should be between the child's primary teacher and admin in needed)
5. Cleaning: To maintain a level of high quality and standards of cleanliness, it is required that at the end of every workday, each staff member is responsible to clean their room and sign off on the cleaning checklist. Cleanup includes but is not limited to the following:
 - a. Cleaning and sanitizing toys, furniture & equipment per ODJFS rules
 - b. Vacuuming carpet/rug, sweeping and/or mopping the floor
 - c. Wiping tables, doors, and walls
 - d. Cleaning/Sanitizing sinks and toilets in bathroom
 - e. Emptying the trash

This is not optional and cannot be deferred to someone else, or the next day. Cleaning should only take about 30 minutes to complete. This is a very small period of time to spend on something so important for the health, safety, and quality of the center and the families we serve.

H. DRESSCODE/PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Treehouse Learning Center portrays to parents and their children. Our philosophy is to provide a culture that presents a neat, business-like appearance and promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position and remember to use a conservative outlook when deciding upon apparel. With that in mind, the following dress code will be implemented and enforced at all times.

1. All employees must wear a Treehouse Learning Center polo shirt. We will provide the employee with 2 work shirts, other apparel will need to be purchased by employee.
 - a. Undershirts must be white or black
 - b. Polo shirts must be wrinkle free
 - c. Polo shirts must be stain free
 - d. We advise that you avoid wearing clothing over your uniform. If you are chilled easily we recommend that you wear a long sleeve shirt under your uniform
 - e. Exceptions may be made on Fridays at administrator's discretion
2. All employees must wear black or khaki pants, capri's or shorts
 - a. No leggings, scrub pants or jeans. (Jeans may be worn on Fridays).
 - b. Pants should not be overly tight and should not show under garments
 - c. No sagging pants
 - d. No holes or lavish accessories
3. All employees must wear comfortable shoes (Tennis shoes or flats are best).
 - a. Shoes must be white or black

- b. Shoes must be clean, neat and in good repair at all times
 - c. No flip-flops
- 4. Jewelry should be conservative and kept to a minimal.
 - a. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children.
 - b. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling
 - c. No facial piercings
- 5. Hair of the employee should be clean and well groomed
 - a. Hair color should be natural (i.e no pink, blue, purple or green).
 - b. No head scarves
 - c. No hats
- 6. The employee should be clean and free of offensive odors
 - a. Keep make-up to a minimum
 - b. No excessive perfumes
 - c. Moisturize skin to avoid an ashen appearance

Note: Employees who report to work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

I. PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At Treehouse Learning Center every teacher must be conscious of the emotional undertone they are exuding. There is a difference between just having a bad day and consistently having a bad attitude or ongoing issues with parents, co-workers and/or children. If this becomes problematic the employee may be sent home with arrangements to meet with the administrator(s) to discuss in detail what the problems are and the necessary steps to formulate a solution.

J. ATTENDANCE/TARDINESS/ABSCENCES

The center cannot operate effectively or efficiently unless employees show up for work on a timely and consistent basis. Thus, absenteeism has a particularly disruptive effect on children/families and Treehouse Learning Center operations. Employees who take excessive time off, or abuse the benefits of sick or vacation time may be subject to discipline, up to and including discharge.

Staff must clock in upon arrival to work and clock out at the end of their workday. It is imperative that staff be ready to work at their assigned time. Ratios are state mandated, if an emergency arises and you are running late or going to be absent, it is your responsibility to call the Administrator(s) immediately. All calls should be made to (614) 337-8888.

If you are going to be absent you must call and speak to a director two hours before your scheduled shift. A substitute will need to be arranged for your assigned class, to ensure that the center is not out of ratio compliance. **NO TEXT OR VOICE MESSAGES ALLOWED, you MUST speak to a live person.** Failure to call in advance will result in you not getting paid for this time. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or tardiness. Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed as outlined below in the corrective counseling plan. These guidelines are to be used as reminders to employees that excessive absence or tardiness from work negatively impact your co-workers, our children and daily center operations. All absences and tardiness from work will be documented and handled accordingly. *Please note that new employees on probation have a separate corrective counseling plan as outlined below.*

Corrective Counseling Plan

Offense	Points
Tardiness (considered as more than 3 minutes past your scheduled time).	0.5
Absence (considered as 3 hours late or more than half of your scheduled time, whichever is greater) [Absence within the first 2 weeks of employment]	1 2.5
Not Clocking in/Not Clocking out	0.5
No Call-No Show	10
Holiday/Vacation call offs (a call off the day before or the day after a holiday or vacation)	3

2 points=First Corrective Action (verbal)

4 points=Second corrective action (Written)

6 points=Third Corrective Action (One day suspension)

8 points=Three day suspension

10 points Final (Termination)

Note: Employees are entitled to 10 points in a rolling calendar year.

New Employee Corrective Counseling within the first 90 days

1 point=Verbal Warning

2 points-Final Written Warning

3 points-Termination

After your first 90 days the department attendance policy takes over and any accumulated points remain.

Note: Administrator(s) reserve the right to decide extenuating circumstances.

K. REQUEST FOR TIME-OFF

Employees requesting leave related to any medical condition concerning the employee or family members will be required to provide a physician's statement verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor or CNP statement must be brought on the day the employee returns to work.

Request for leave should be in advance for foreseeable events (at least 14 days) and as soon as possible for unforeseeable events. Requests for leave must be made online only (requests are not to be written on the office calendar). Request will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to Treehouse Learning Center operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Submitting a request online does not guarantee time off. Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before the employee is scheduled to work (even sooner if at all possible).

BENEFITS

A. VACATION TIME

We offer five paid vacation days for years 1-3; 10 Days for years 4-6 (may only use 5 days at a time) and 15 Days for years 7+ of employment (may only use 5 days at a time) to employees who work a minimum of 32 hours per week and are considered full time. Vacation requests must be submitted 1 MONTH in advance to the administrator for approval. Teacher/child ratios must be considered before vacations are approved. It is recommended that travel plans not be finalized until you receive confirmation that your vacation has been approved. All vacation requests will be considered. Vacation for the year resets on Jan 1. Vacation time WILL NOT ROLL OVER

B. EDUCATION AND TRAINING REIMBURSEMENTS

We believe in supporting our team as they continue to sharpen their skills in the childcare industry. For this reason, Treehouse Learning Center will assist with payment for OCCRRRA Training and CDA Council Payment for new and renewal certifications. Approval for payment/reimbursement must be approved and signed off on by the employee and management before the class and or testing has started. Furthermore, failure to complete training/testing within agreed time given will result in deduction from paycheck. All funds can and will be recouped if employee resigns or employment is terminated within one year of reimbursement.

C. PAID BIRTHDAY TIME OFF

Your Birthday is all about you! Treehouse Learning Center provides all staff with their Birthday Off with PAY. All employees are eligible for this benefit after their 90-day probationary period. Request for time off should be submitted online one month in advance. Approval is pending based upon Ratios and Staffing. In addition, this benefit is awarded based upon seniority if 2 or more team members request the same period of time off.

D. PAID SUBSCRIPTIONS

After the 90-day probationary period, Treehouse Learning Center will credit your paycheck every 2 weeks in the amount of one subscription of choice (Netflix, Hulu or Rhapsody).

E. MATERNITY LEAVE

All employees are eligible for 12 weeks unpaid maternity leave per FMLA guidelines. Staff employed >1 year are eligible for 2 weeks paid maternity leave. Vacation time (if applicable) may also be used to extend maternity leave.

F. LIFEMART

LifeMart is an employee benefit that offers discount services from various distributors (cell phone carriers, travel, car rentals, movie tickets, etc.). This can be accessed through the Lifemart App or your ADP portal

G. PAID WEEKLY SNACKS

Staff may request snacks with the weekly order placed through the grocery delivery company.

H. PAID HOLIDAYS

Treehouse Learning Center grants paid holiday time off to all full-time employees (32hr/wk) after 1 year for the following holidays: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. If one of the holidays listed above falls on a Saturday or Sunday, the center will be closed in observance of that holiday on the preceding Friday or the following Monday. You must work or have approved leave for the day before and the day after the specific holiday to qualify for holiday pay.

Note: These Holidays are paid only for full time employees who have worked for at least one year AND has held full-time status for 6 months prior to upcoming holiday

I. ANNUAL BONUS

Annual Bonuses shall be awarded based upon the following:

1. Profitability of the business during the current year
2. Performance Evaluation (i.e., attendance, audits, parent feedback, staff meeting attendance, attitude, team contribution, etc.)

Bonuses are not guaranteed, and amounts will vary based upon the above.

J. SICK LEAVE

Sick leave provides employees with paid time off due to illness. Full time employees (32hr/wk) are eligible for four sick days per year after 6 months of employment. A continuous absence of >4 days will require a physician or NP note.

K. FUNERAL LEAVE

Bereavement time will be paid to all full-time employees after their 90 day probationary period. We will offer up to three consecutive business days due to death of an immediate family member (i.e parent, grandparent, spouse, child, sibling, or a spouse's parent).

L. CHILDCARE BENEFITS

Full time employees (32hr/wk) are eligible for a 25% discount off the regular tuition for their own children (not applicable to Title XX) and 25% for grandchildren. Enrollment will be offered as space allows within state ratio and group sizes.

Note: All staff parents/grandparents must adhere to the same enrollment and attendance policies that regular customers observe. The child or children must be the natural/adopted child or children of the employee, or must have legal guardianship to qualify.

PAYROLL

A. PAYCHECKS / W'2S

Paychecks will be electronically deposited every other Friday. Paystubs can viewed on the ADP system. In addition, yearly W2's will also be delivered electronically through the ADP Portal. Administrator will provide instructions on obtaining user name and password for this system at the time of hire.

B. PAY DEDUCTIONS

The law requires that Treehouse Learning Center make certain deductions from every employee's compensation. Among these are applicable federal taxes. Treehouse Learning Center also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

C. OVERTIME

Overtime is paid to non-exempt employees for all hours worked in excess of 40 hours per Monday through Friday work week. Overtime pay is one and one half times your regular hourly rate of pay and must be authorized by the administrator.

D. CLOCKING IN/OUT

It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly will result in a delay in payment of wages due. Employee A may not clock Employee B out and vice versa.

PERFORMANCE EVALUATIONS

- A. INTRODUCTORY PERIOD EVALUATIONS- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (90 Days).
- B. FORMAL PERFORMANCE EVALUATIONS- Additional formal evaluations will be conducted to provide the Administrator(s) as well as the employee the opportunity to discuss job tasks, identify and correct areas of opportunity, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Employees will receive annual evaluations from their date of hire. Administrator(s) will conduct these evaluations. They will take into account job performance, compliance with rules/policies set forth in this handbook, attendance, tardiness, neatness in appearance, effort put forth in exercising creativity, peer evaluations, feedback from parents, and responses of children regarding employee. At this time, if an employee exemplifies excellence in all areas listed then a pay increase will be taken into consideration.

DISCIPLINARY ACTION

A. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Many examples are listed above in the gross misconduct section. Below are examples of some of the most common circumstances under which employment is terminated:

- Unauthorized leave of absence
- Failure to return from lunch breaks
- No call-No show
- Failure to return from an approved leave without notification (this will be considered a resignation without notice)

Note: Such resignations will result in immediate termination, and will render the employee ineligible for rehire.

B. COACHING AND/OR PROGRESSIVE DISCIPLINARY ACTION

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance for optimal performance. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following:

Progressive disciplinary action includes verbal coaching or warning, written warning/improvement plan, suspension/administrative leave without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the center's right to terminate at any time, with or without cause and with or without advance notice.) See below for more details re: Progressive Disciplinary Policy

PROGRESSIVE DISCIPLINARY POLICY

A. Purpose

Treehouse Learning Center's (THLC) progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and/or performance issues. It has been designed consistent with THLC organizational values, human resource (HR) best practices and employment laws. Outlined below are the steps of THLC's progressive discipline policy and procedure. THLC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

B. Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is

expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her *understanding of the issues and the corrective action*.

Step 2: Written warning

Although THLC hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, THLC recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the director may suspend the employee.

Depending on the seriousness of the infraction, the employee may be suspended up to 3 days without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, THLC will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, THLC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by THLC owners.

C. Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

D. Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

E. Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation *attesting to his or her receipt and understanding of the corrective action* outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between THLC and its employees.

HANDBOOK ACKNOWLEDGEMENT FORM

I have received and reviewed a copy of Treehouse Learning Center's Handbook. I understand that the policies and procedures within the handbook are subject to change. I acknowledge that I am expected to adhere to the policies and procedures as outlined in the handbook.

Signature:

Date: