



Employee Handbook And Safety Guide

Please review this handbook in its entirety. By your endorsement on the back of your paycheck or the signature of handbook receipt form, you acknowledge receipt of this handbook and you agree to the terms and conditions herein.

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Welcome to Crayola Learning Center

We have always emphasized that outstanding people are the key to our success. We are proud to have you as part of the CLC team.

At CLC, our core goals are to make each parent feel completely at ease when they leave their children in our care. As an employee of Crayola Learning Center, you will be expected to exemplify excellence and quality of service and care at all times. By following the employee policy and procedures outlined in this handbook, you will meet and exceed the standards set forth by childcare licensing. Now that you are part of our team, we expect that you will continue to provide the same level of commitment to excellence.

We ask that you verify the personal information shown on your first paycheck. If any information is incorrect, please contact the director and/or owners. This employee handbook will familiarize you with the various aspects of working at CLC. I encourage you to use your Employee Handbook as a valuable resource for understanding our policies and as a useful reference document for you to utilize as needed.

Our best wishes to you and thank you for taking this first step in knowing CLC.

Sincerely,

Miracle Rivers
Crayola Learning Center

Policies and Benefits

Introduction

This is your Employee Handbook, which is provided to each employee at the time of hire. It describes the various benefits for which you, as an employee, are eligible and discusses those programs and policies that affect your job. **This handbook is a general guide and the provisions of this handbook do not constitute an employment agreement (contract) or a guarantee to continue employment.** This handbook supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment at CLC, hereafter referred to as the “Company”.

At the Company, your employment is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and the Company retains the same rights.

The Company reserves the right, at its sole discretion, to amend the contents of this handbook at any time. No amendment or exception to our at-will employment policy set forth above can be made at any time, for any reason. No employee, representative or agent of the Company had in the past or now has the authority to amend, alter or change the policies set forth in this handbook or to enter into any agreement concerning the terms and conditions of your employment at the company. Amendments will be issued directly to employees or posted on the bulletin board. See director for location of bulletin board.

Our policies, practices and benefits are continuously reviewed for updating and we expect to change them from time to time. Therefore, you should always check with your director and/or owner for the most current ones. Company benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this guidebook. Benefit documents are available for your review.

Ethical Standards/Conflict of Interest

CLC has an excellent reputation for conducting its business with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the Company’s reputation, please discuss it with your director and/or owner.

Open Door / Grievance Policy

Employees are encouraged to share their concerns, seek information, provide input, discuss grievances, and resolve problems/issues through the director, and as appropriate, consult with any member of management toward those ends. Management is expected to listen to employee

concerns, to encourage their input, and to seek resolution to their problems/issues. Any unresolved conflicts with CLC should be reported to the owners.

Suggestions

If you have any suggestions or ideas that you feel would benefit the Company, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Company and its employees.

Equal Employment Opportunity

CLC continued success depends heavily on the full and effective utilization of qualified persons, regardless of race, color, religion, sex, national origin, disability, age or military veteran status. We have an enduring obligation to hire, develop, and keep the best people we can find basing our judgment on their job-related qualifications, capabilities, and potential.

We will continue to direct our employment and personnel practices toward ensuring truly equal opportunity for everyone. Therefore, we intend that all matters related to hiring, training, compensation, benefits, promotions, layoffs, recall from layoffs, and all treatment of the job, be free of discriminatory practices.

As opportunities for advancement or promotion occur, including promotions into and within management, periodic reviews and analysis of personnel records will be made to ensure that all minorities, women, disabled persons and military veteran employees continue to receive equal consideration and that only valid requirements are imposed for these opportunities.

An employee who feels that he or she is a victim of discrimination by any supervisor, management official, other employee, customer, client or any other person in connection with his or her employment, should bring the matter to the immediate attention of the director and/or owner.

Workplace Harassment Policy

It is the policy of the Company that any form of sexual, racial, national origin, or other harassment of or abusive treatment toward employees, guests, customers or applicants for employment in any form will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. It can include, but is not limited to unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault. Sexual harassment not only happens to female employees; male employees can be affected as well.

Racial, national origin or other forms of harassment can take the form of abuse, ostracism, unwelcome jokes, graffiti or slurs or other similar-type conduct. These types of actions are also unacceptable in our workplace.

Any employee who feels that he or she is a victim of harassment by any supervisor, management official, other employee, customer, client or any other person in connection with his or her employment should bring the matter to the immediate attention of his or her supervisor.

Workplace Violence

The Company provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

- A. **Prohibited Conduct** – We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited: causing physical injury to another person; making threatening remarks; aggressive or hostile behavior that creates a reasonable fear of injury to another person; or subjects another individual to emotional distress; intentionally damaging employer property or property of another employee; possession of a weapon while on company property or while on company business; committing acts motivated by, or related to, sexual harassment or domestic violence.
- B. **Reporting Procedures** – Any potentially dangerous situations must be reported immediately to management. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The Company will actively intervene at any indication of a possibly hostile or violent situation.
- C. **Enforcement** – Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

The main goal of any investigation is to provide a sound, factual basis for decisions by management. The investigation should also produce reliable documentation that can be used to support management actions. Finally, an investigation of employees should reveal whether any misconduct has occurred, identify (or exonerate) specific employees who are suspected or guilty of misconduct, and put a stop to further wrongful actions.

Workplace Incident Investigation Procedure

The following steps will be taken to address an allegation of misconduct.

- 1. **Document** - documenting the allegation
- 2. **Interview** - interviewing the alleged offender
- 3. **Suspense** - suspension of alleged offender
- 4. **Investigate** - investigating the allegation, including interviewing witnesses
- 5. **Take Action** - taking appropriate action.

All documentation will be maintained in a separate, confidential personnel files. Ensure that all interviews are conducted in private areas.

If the investigation is inconclusive, leaders will document the investigation and place a copy in the employee's file.

New Employment or Re-employment Introductory Period

In order to assess qualifications, investigate references and determine general fitness, all new employees will undergo a 30-day introductory period. During this time, we also ask you to assess whether you want to work at the Company. Nothing about this introductory period, or your completion of it, is a guarantee of any kind of definite term of employment. Like many employers, the Company employs people on an "at-will" basis. This means that you or the Company can decide to part company at any time for any reason. The purpose of the introductory period is really very simple: it is a time during which we can determine whether you have the capabilities for any given job at the Company or whether perhaps you should seek employment elsewhere, and it is a time for you to decide if you'd like to work here. Ordinarily, Introductory Employees are not eligible for benefits. The designation of this time frame does not constitute an obligation on the part of the Company to retain an employee until the end of the period specified.

Job Descriptions

Each position in the company has an individual, detailed job description that is given to each employee at time of hiring. The job description details the roles and responsibilities of each employee. The employee will be asked to carefully read and sign the job description. Employees are required to be fully aware of their roles and responsibilities as stated in the job description.

New/Existing Staff Training/

All newly hired members of the CLC Staff are required to participate in a minimum of 30 hours of extensive training paid for by CLC. Each year all current staff are required to redo training and also participate in additional training as given.

Planning Time

All staff are given 1hr per day NOT supervising students time to prepare lesson plans, curriculum, and prepare for the next day. Planning time includes all of the following:

- Resource Closet
- Feedback on Lesson Planning 1:1
- Weekly/ Monthly Team Meeting
- Weekly/ Monthly Planning Meeting
- Professional Development
- State Early Childhood Conference

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- Classroom Budget for Lesson Planning Materials
- Access to online subscription for lesson planning

Employee Performance Evaluations

Employee Performance Evaluations are done after the first 30 days and once a year at the employee's anniversary date:

- The staff member completes a self-evaluation, followed by a performance evaluation prepared by one of the directors. The purpose of the performance Evaluation is to establish goals to improve job performance both through maximizing job strengths and looking for areas of growth.
- Once the Performance Evaluation is complete the employee and Director create an Individual Professional Development Plan for professional growth over the following calendar year.
- As the employee completes professional development training, he/she completes Professional Development Coursework Logs to document the training,
- Pay raises are based on performance and ONLY given as result of results of annual evaluation.

Compensation Policies

Job Classifications

CLC places employees into one of two classifications, based on position. Exempt employees hold management and/or administrative positions. Exempt employees are not eligible for overtime pay. Nonexempt employees hold non-supervisory positions. Nonexempt employees are eligible for overtime pay.

Overtime/Schedules/Clocking In-Out

The daily and weekly work schedules and the number of hours per day and per week may be changed from time to time in order to meet the varying conditions of the business. However, employees are expected to work their daily work schedule unless approved by management. If overtime is required it must be preapproved by management. Each employee is expected to clock in/out daily for your (shift, lunch, breaks, etc.)

Pay Periods, Distribution of Paychecks and Standard Work Week

A standard workweek for full time employee is 35 to 40 hours a week. For part time employees, a standard work week is anything less than 35 hours a week. Pay periods are every other Friday direct deposit only.

Payroll Deductions

Your earnings and payroll deductions are shown on a voucher with your check. Deductions required or requested are as follows:

- **Required by Federal & State:** Federal Income Tax, State Income Tax, Social Security Tax, State Disability Insurance, Garnishments/Wage Attachments.
- **Authorized by Employee:** Medical Insurance*, Childcare Expenses, Charitable Contributions*, etc. (* If applicable) Any questions about your paycheck should be directed to the Director and/or owner.
- **Debts Incurred by You:** Any debts such as payroll advances, property damage, theft, cash shortages, payroll overages, or other such situations which may occur, now or in the future, will be deducted from your paycheck until the amount owed by you has been satisfied. In the event of your separation, you agree to have the balance of all outstanding deductions withheld from your final pay check. If your final pay check is not sufficient to cover the balance due, you agree to pay the remaining amounts within thirty days of you last check date or have the amount deducted from paychecks prior to your final pay check, or other terms mutually agreed upon between you and the owner.

Pay Increases

All salary increases are based on merit. All pay increases will be based upon the annual performance review or promotion to a new position. Pay increases will take effect at the beginning of the next pay period after the annual performance review or first date of employment in new position.

Employment of Relatives

CLC has no prohibition against hiring relatives. However, one general restriction has been established to help assure fair treatment of all employees. While we accept and consider applications for employment from relatives, cohabitants, and close family members such as parents, grand-parents, grand-children, aunts, uncles, brothers, sisters, children, spouses, or in-laws, etc.; we will not hire or transfer them into positions where they directly supervise or are supervised by another relative/cohabitant.

Vacations/Holidays

A holiday list published at the beginning of each year. All employee's that are Full-Time (40) hours per week will be paid for these days after their probationary period. In order to receive payment for the Holidays you must attend work the day before and after the Holiday.

Employees can request time-off WITHOUT pay but it will be based on availability of all staff member attendance.

Vacation is earned after a year of service. Vacations are paid to employees that work a minimum of 40 hours per week. Anything less is considered part-time. No VACATION will be paid to PART-TIME EMPLOYEES.

All CLC staff earns a floating PTO Day Monthly (based off attendance and timeliness) all PTO days can be used at once for vacation or however desired. PTO days do not roll over yearly and must be used by end of year.

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Employee Incentives

All CLC staff will receive the following incentives as employees at CLC after 90 days of employment.

- Childcare discounts: Employees can bring their children to daycare. Infant/Toddlers will pay full published rates, Twos, Threes and Fours will be reduced to \$50.00 per week which is payroll deducted. (based on availability)
- Performance Bonuses: Will be reviewed based on each individual employee
- Paid Holidays: See Vacation/Holidays
- PTO: Each employee earns a paid PTO monthly for not missing work and being on time which can be used at employee discretion.
- Employee Recognition
- Teacher of the Month (to be eligible have good attendance and good attitude)
- Team Building Activities Quarterly: (main event, Top golf, etc)
- Milestone Gifts (Birthday, 1yr Anniversary, and more)
- Aflac Accident Insurance

Leaves of Absence

Personal/Vacation Leave of Absence

A leave of absence is an extended period of time absent from work without loss of employment. An extended period of time is considered any time absent from work over two weeks. The maximum amount of time allowed for personal/vacation leave of absence is 12 weeks.

To be eligible for personal/vacation leave of absence, an employee:

1. must have been employed by the employer for at least 12 months; and
2. must have worked at least 1250 hours for the employer during the twelve month period preceding the beginning of the leave.
3. Provide a written request of a leave of absence, providing full explanation of the circumstances.
4. Written request must be presented to the owner and/or director at least thirty (30) days before the start date of the leave of absence.
5. Personal and vacation leave of absences will only be approved for off peak times of the year. Off peak times of the year are
 - a. summer months (last week of May, June, July, 1st week of August),
 - b. two weeks at Christmas.

Leave of absence is without pay, and you are required to exhaust other forms of paid time off, such as vacation time, before unpaid leave begins. The owner or director will provide you with a Leave of Absence Form. Failure to report to work on the first day after the expiration of the leave of absence will be considered a voluntary termination of employment.

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Leave requests by key employees may be denied if holding the position open for the employee's return would cause economic injury to the employer. The employer must inform the employee of his/her status as a key employee prior to the leave. Those employees that hold the following positions are considered key employees:

- Operations Director, Program Director, Education Coordinator, Office, Manager, Front Desk Assistant, Kitchen Manager, Lead Teacher, Bus Driver

Family and Medical Leave Policy

The following is an explanation of the Family and Medical Leave Act of 1993. Please note: CLC is not considered a covered employer under this Act. Therefore, CLC is not required to allow FMLA leave.

The Family and Medical Leave Act of 1993 (FMLA) requires **covered employers** to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Leave may be taken:

1. on the birth of an employee's child.
2. on the placement of a child fostered by the employee or an adopted child.
3. when an employee is needed to care for a child, spouse or parent who has a serious health condition; or
4. when an employee is unable to perform the essential functions of his/her job because of the employee's own serious health condition.

To be eligible for leave under FMLA, an employee:

1. Must work for an employer who has at least 50 employees within a 75-mile radius.
2. Must have been employed by the employer for at least 12 months; and
3. Must have worked at least 1250 hours for the employer during the twelve month period preceding the beginning of the leave.
4. Provide a written request of a leave of absence, providing full explanation of the circumstances.
5. Written request must be presented to the owner and/or director at least thirty (30) days before the start date of the leave of absence, when possible.
6. Must provide medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.

Leave requests by key employees may be denied if holding the position open for the employee's return would cause economic injury to the employer. The employer must inform the employee of his/her status as a key employee prior to the leave. Those employees that hold the following positions are considered key employees: Director, Assistant Director, Bus Drivers and Lead Teachers

When the need for leave is foreseeable, the employee must provide reasonable, prior notice of at least 30 days and make an effort to schedule leave so that it does not unduly disrupt company operations. Employees are required to use all other available paid or unpaid leave for which the

employee is eligible before beginning on FMLA leave and such other leave will be counted against the 12 weeks of FMLA leave.

To apply for this leave it is necessary for you to complete a formal written request. Please contact the director or owner for a Leave of Absence Form.

Military Leave of Absence

Regular full time employees who are members of the Armed Forces Reserve or the National Guard and who are required to attend annual active duty for training or other short-term reserve or Guard duty (i.e. fire fighting, police duty for natural disaster, etc.) are eligible for a military leave of absence. The company complies with Texas law with respect to job reinstatement. An employee must notify the employer immediately when called to active duty. The notice should include anticipated duration of service and when the employee expects to return to work. Such time off will not be considered vacation time.

Jury Duty Leave of Absence

CLC policy is to encourage employees to serve on state and federal jury panels. The company complies with federal and Texas laws with respect to reinstatement when jury service is complete. An employee must notify the employer immediately when called to jury duty. An employee is expected to return to work immediately after the case concludes or the court recesses for the day, if there is a reasonable amount of time remaining in the work day.

An employee should inquire about the duration of the jury trial in advance of accepting such service. If the anticipated duration causes a serious conflict at work or at home, the employee should request to be excused from jury duty. Such time off will not be considered vacation time.

Voting Time

CLC policy is to encourage its employees to participate in the election of government leaders. Therefore, adequate time off is allowed from the workday to exercise this right. Please be sure to schedule this time off with the director to ensure proper coverage of your classroom. The maximum amount of time off allowed is 2 hours. Such time off will not be considered vacation time.

Benefits

Medical Insurance

CLC currently offers Aflac Accident to all employees covered by CLC.

Worker's Compensation Insurance

Worker's Compensation is provided and paid for by CLC without cost to you. All injuries incurred on the job must be reported to the management IMMEDIATELY. An employee injured on the job will be paid through the end of the work day in which the injury took place. An injured employee who is hospitalized on the day of the injury receives no further wages, but may receive benefits through workers' compensation.

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Return to Work Statement

It is both the stated and applied policy of the company to establish and maintain a safe and healthy place to work. While doing our best to prevent accidents, we want also to assist employees who may, nevertheless, become injured to recover rapidly and continue with productive lives. In an effort to provide continuing employment to employees with job-related injuries, we have initiated a program of modified work. This program will enable you, if you are injured, to work temporarily at some job less physically demanding than your regular job until medical restrictions are lifted by your doctor. Work limitations will be determined by your doctor, and his continuing evaluations of your progress will determine when your physical recovery is complete. This program is not intended to address permanent restrictions resulting from injury.

Company Rules & Regulations

Overview

Every company has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, CLC has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled to be at work;
- Careful and conscientious in performance of duties;
- Thoughtful and considerate of other people;
- Courteous and helpful, both when dealing with parents, students, and other employees.

Code of Conduct

It is the policy of CLC that the behavior of its employees shall be above reproach. Our continued growth and profitability are based on public trust and conduct that brings discredit to the organization, interferes with operations, or is offensive to parents, students, and fellow employees will not be tolerated. The following behavior is prohibited and will subject the individual to disciplinary action up to and including immediate discharge:

1. Reporting for work while under the influence of alcoholic beverages, or the use of alcoholic beverages during regular working hours.
2. The possession, sale, or use of a controlled substance on the job other than the personal use of a drug prescribed by a physician for you.
3. The use of profanity or abusive and threatening language.
4. The illegal possession of firearms or other weapons on company premises.
5. Insubordination – the refusal by an employee to follow a supervisor's directive or instruction concerning a job related matter. Failing to sign a disciplinary warning is also considered insubordination.
6. Assault on a fellow staff member, parent, or student; as well as abuse, physical, verbal, or otherwise of parents, students, or coworkers; or any act which might endanger the safety, health, or well-being of others.

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7. Theft or misuse of property of another employee, the company, parents, students,, or visitors.
8. Illegal gambling on company premises.
9. Excessive absence or tardiness.
10. Unsatisfactory job performance.
11. Failure to observe working hours such as the starting and ending of lunch periods, or unscheduled break periods.
12. Performing unauthorized personal work on company time.
13. Unacceptable motor vehicle record, as according to current insurance requirements, if employed in a job requiring use of motor vehicle.
14. Failure to properly notify supervisor of intended tardiness or absence.
15. Departing company premises or job sites during working hours for personal reasons without the permission of the director/owner.
16. Unauthorized use or abuse of the company telephone, internet, or other equipment for personal reasons.
17. Negligent or careless use of company property.
18. Sleeping on the job.
19. Smoking in unauthorized areas or company vehicles.
20. Inability or failure to maintain satisfactory working relationships with co-workers or company representatives.
21. Discussion or disclosure in any way of your wages to co-workers, customers, or others associated with this company.
22. Failure to observe safety rules or common safety practices.
23. Disorderly conduct on company premises such as running, scuffling, throwing articles, etc.
24. Failure to report occupational injury promptly to supervisor.
25. Unauthorized soliciting on company property.
26. Failure to attend mandatory training programs and/or maintain certification where/when required.
27. Discussion of, or inappropriate release of information which breaches parent, student, co-workers, or company confidentiality, or which would create poor public relations for the company.
28. Misuse of overtime by working unscheduled time without authorization.
29. Abuse of or failure to comply with dress code policy.
30. Failure to comply with published rules.
31. The use of company or customer information for personal gain, financially or otherwise.
32. Failure to wear personal protective equipment (i.e. gloves, etc.).
33. Falsification of time records or any company records.
34. Refusing to take a drug test.
35. Having a relationship/dating any parent/guardian of students in attendance at the school. The only exception would be if the relationship existed prior to employment with the company. If the relationship existed prior to employment, the employee is required to disclose information about the relationship to management as soon as possible.

36. Engaging in behavior or conduct that is considered unprofessional and is not in line with the company's vision/mission statement. This includes but is not limited to: dating parents/guardians, public nudity, public intoxication, etc.
37. Failure to follow any of the policies and regulations stated in the Texas Minimum Standards for Childcare.

The above list is illustrative of the type of behavior that will not be permitted, and is not intended to be all-inclusive. Any questions in connection with this policy should be directed to the director and/or owner.

Absenteeism & Tardiness

CLC expects you to be at work on time and to work a full schedule. Any employee who will be absent from work for any reason must call the director and/or owner at least 2 hours before the start of their scheduled shift. In all absence circumstances, the employee is required to call their supervisor each morning of each absence day, with the exception of hospitalized stays and recuperation time as long as we have a date of return from a doctor. If the employee doesn't call in after the designated leave return date, or on each absence day, they could be considered to have voluntarily quit due to job abandonment. Repeated absenteeism and/or tardiness and failure to call in each day of absence will be cause for disciplinary action up to and including termination.

Disciplinary Suspension

Any employee who violates or is believed to have violated a company policy or other punishable act may be subject to disciplinary suspension. The length of time of the suspension will be at the owner's discretion. Salaried employees will be suspended a minimum 40 hour work week as provided by the Fair Labor Standards Act.

Internet/E-mail Policy

The Company's computer system, including E-mail messages, is to be used in a professional manner and only for matters pertaining to company business. In some instances, but only with the director or owner's knowledge and approval, an employee could be allowed to use the computers for occasional personal reasons. Under no circumstances is e-mail to be used to communicate vulgar, offensive, or inappropriate messages, jokes, games, etc. including racial slurs or sexual implications. Computer files and e-mail messages are subject to search by company management at any time, with or without notice; therefore, all employees will make their computer password(s) if applicable to the director and/or owner. If the information in a specific file is only for personnel with a "need to know", then the owner must be advised of the password. Any abuse of this policy will result in disciplinary measures up to and including immediate termination.

Drug Free Workplace Policy

Recognizing that employees are the most important assets of any organization, and that the health and safety of every single employee is of utmost concern to CLC, this policy is being

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implemented for the purpose of eliminating drug use and its negative consequences on the workplace. Employees who abuse drugs are a danger to themselves, their co-workers, and the company.

For the purpose of this policy, “drugs” are defined to be:

- Alcohol;
- Illegal drugs, including narcotics marijuana, cocaine, designer drugs such as ecstasy hallucinogens, illegal inhalants, or any other drug not legally obtainable; and
- Prescription drugs, except when taken as directed by the employee’s doctor (documentation may be required).

For the purposes of this policy, “workplace” is defined as:

- Any company premises;
- In any vehicle owned or leased by the Company; and
- On any job site while representing the Company.

For all purposes under this policy, reasonable suspicion shall be defined as a belief based on observed, specific, objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. If reasonable suspicion exists, you will be required to take a drug test. Refusal to take a drug test or a positive test result will be considered misconduct and grounds for immediate termination.

Any employee injured in a job-related accident may be required to submit to a drug test in conjunction with treatment for the injury. A refusal to take the test, or a positive test result, will be considered misconduct and grounds for immediate termination, and may result in a denial of benefits.

Reporting to work under the influence of drugs, consumption of drugs during work hours, and /or possession, sale or transfer of illegal drugs at the workplace will be considered misconduct and grounds for immediate termination.

Smoking and Consideration for Non-smokers

It is state policy as well as CLC policy that the use of tobacco products is prohibited in the building, anywhere on the grounds, or in any vehicle used by the center for the transportation of children.

Dress Code

Employees are expected to wear appropriate and safe clothing as designated in the dress code policy. Employees should refrain from wearing slogans that might be offensive to co-workers, parents, students, or visitors at CLC.

Outside Employment

CLC does not limit an employee's activities during non-working hours unless those activities interfere with or are in conflict with the performance of his/her job.

Terminations

It is our policy to retain good employees. However, employment at CLC for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice, for any reason not prohibited by law.

If you become separated from CLC for any reason, all earned but unused vacation is forfeited. Employees leaving without notice will be considered as voluntary terminations, and unused vacation is forfeited. If an employee fails to provide a two week written, dated notice of separation, his/her check may legally be reduced to the prevailing minimum wage at separation. If a two week written and dated notice is provided, but employee fails to complete the two weeks of employment, his/her check may legally be reduced to the prevailing minimum wage at separation. In any and all cases, CLC will only accept notices of resignation for a minimum of two (2) weeks.

Proprietary Information/Confidentiality

CLC International and CLC have developed certain proprietary products and processes that are unique to CLC. Keeping such information from competitors plays an important part in our success. CLC protects proprietary information by restricting employee and visitor access to certain designated Company areas to only those who have business there. Where appropriate, employees are asked to cooperate in keeping our technology secure by signing our employee agreement at the beginning of employment. This document will be provided to you separately and it grants CLC the patent rights to any invention associated with our technology and confirms our employee's agreement not to divulge any confidential information to those outside of the Company.

Security/Loss Prevention

CLC maintains a security system to protect the premises from fire, unlawful entry and theft. Employees are encouraged to assist management in ensuring that the system is not compromised in any way, shape or form. Tampering with the system will result in immediate termination.

Personnel Files

CLC maintains up-to-date personnel files on all employees. If you wish to review your file, please contact the director of the school. Additionally, please notify management concerning any changes in your name, address, phone number, or emergency notification so that your file will remain current. It is not the policy of CLC to furnish copies of the personnel file to active or inactive employees except where provided for by state law.

Group Me

CLC uses GroupMe App to communicate important Company information such as management memos, staff meeting minutes, etc. Each employee has the responsibility to read the information that is posted. The director or owner can give you access for the school.

Child Assessments/Data

Crayola Learning Center conducts assessments semi-annually at the beginning of the year and mid school year. All staff is properly trained on how to do assessments effectively and correctly through CLI engage with a Center of Excellence team member. Once assessments are conducted, they are reviewed by the director and/or assistant director of CLC, who then meets with the staff to go over the assessments. Afterwards parent conferences are scheduled with the Parent/Teacher/ Director and/or Assistant Director to go over the assessment with the parents. Lesson Plans are adjusted based on results to accommodate each child needs. Small groups will be adjusted based on each child scores to make sure each kid that is scored on a certain level or around the same or grouped together.

Summary

CLC Employee Handbook is intended to give you a general overview of the Company and information regarding policies and benefits. Because we operate in a dynamic industry, some policies and benefit programs currently in effect may be revised, suspended, or eliminated by CLC in response to business needs or changing legal requirements.

SAFETY POLICY

The safety and health of our personnel and the protection of property, general public and environment are of utmost importance.

We have dedicated ourselves to providing leadership and support necessary to develop and maintain a successful safety program with the following goals:

- Provide a safe and healthful work environment for all personnel;
- Minimize the risk of human and economic losses resulting from unnecessary personal injury and property damage;
- Assure the security, protection, and well-being of the personnel, property and vehicles of our company;
- Comply with applicable safety, health and environmental rules, regulations, standards and laws, and;
- Promote business, improve worker morale, and contribute to the growth of the company.

To accomplish these goals, the safety program must be adhered to at all times and each person must carry out his/her individual responsibilities with the proper attitude. While management has the responsibility for formulating and directing the program, each employee has the responsibility of implementing the program in his/her area of operations. Each employee is expected to accept the personal responsibility to work in the safest manner possible, abide by all safety rules, and actively participate in the program activities.

Miracle Rivers
Owner, Crayola Learning Center

RESPONSIBILITY AND ACCOUNTABILITY

RESPONSIBILITIES

Management of CLC has the responsibility to:

- Set an example by always following safety policies and procedures;
- Implement and direct the safety program within the company;
- Communicate interest and support of the program;
- Provide resources as necessary to effectively carry out the program;
- Apprise results, review program activities, and make revisions as necessary; and
- Maintain safety related documentation such as accident reports, etc.

All personnel have the responsibility to:

- Be thoroughly familiar with the company's safety policy and understand it is an integral part of the business operation;
- Demonstrate a good safety attitude and behavior in all activities;
- Actively participate in the safety program and point out any unsafe conditions and/or practices;
- Perform duties according to accepted safe practices and abide by all safety rules; and
- Report all accidents and incidents promptly.

Outside contractors are responsible to ensure that all actions and services provided are performed and delivered in a manner consistent with our commitment to safety and health, and in compliance with safety and health regulations.

FUDAMENTAL SAFETY RULES AND GUIDELINES

The following safety rules and guidelines are intended to promote a safe work environment and apply universally to all employees and job responsibilities. These fundamental rules and guidelines are intended to be compatible with, and in addition to, all other safety procedures. It should not be considered all-inclusive, as the key work is "fundamental." These rules and guidelines apply not only to employees of CLC but also to vendors, contractors, and visitors.

1. Abide by all safety rules and procedures.
2. Take immediate action to correct unsafe conditions. If the unsafe condition cannot be corrected immediately, take action to prevent others from being exposed (barricade, notify, etc.) and report it to management.
3. All on-the-job incidents must be immediately reported to supervision regardless of how minor. This includes injuries, property damage, and "near misses."
4. Never knowingly commit an unsafe act.
5. The following are prohibited:
 - Horseplay
 - Fighting
 - Running or jumping, except in extreme emergencies

Original Date: March 2020

Updated: May 2023

- Firearms and other weapons
 - Smoking
 - Unauthorized tampering with equipment
 - Excessive speed while operating heavy equipment (i.e. bus, van, etc.)
 - Use, sale, solicitation, possession or transfer of drugs, other controlled substances or alcohol.
 - Reporting to or being at work under the influence of drugs (unless prescribed by physician) or alcohol. Notify management of potential side effects from the use of any prescribed medication at the start of a shift.
6. Only use the proper hand tool or portable power tools for the job, and then only when the tools are in good serviceable condition.
 7. Only trained and authorized employees are allowed to operate heavy machinery (i.e. vehicles, oven, etc.).
 8. Always practice good housekeeping. Keep work areas clean and neat. Remove trip hazards and clean-up slip hazards. Keep aisles and walkways clear and unobstructed.
 9. Always wear required personal protective equipment (gloves, etc.). Proper clothing must be worn at all times. Loose clothing or jewelry that can interfere with your job or get caught in machinery is not to be worn.
 10. Do not operate any equipment which is not in a safe condition.
 11. Never attempt a job or task when unsure about the safety of performing the job or task. If in doubt, do not proceed until you have received the proper instructions and/or equipment in order to do the job safely.
 12. When lifting, use the proper lifting technique, i.e., make sure the load is not too heavy, clear area and travel path of obstructions, get as close to the load as possible, make sure footing is secure, get a good grip on the load, lift with the legs, and do not twist torso. Get help if it will require excessive strain to lift. Always use available material handling equipment such as dollies to lift and move material.
 13. Promote personal health by practicing good personal hygiene, getting a good night's sleep, keeping fit, and maintaining a good diet.

Disciplinary Action

Violation of company rules, safety rules, regulations or procedures may result in disciplinary action up to and including termination.

Fall Protection

Slips, trips, and falls constitute the majority of industry accidents. In general, they cause 15% of all accidental deaths and in the construction industry are the leading cause of worker fatalities. For this reason and for your personal safety, employees are required to follow safe work practices that will prevent slips, trips, and falls as summarized in this handbook.

To avoid slips and trips follow the guidelines below:

- Make sure walkways and stairs are well lighted.
- Look before you walk – make sure your pathway is clear.
- Wear slip-resistant, well-fitted footwear.
- Clean-up debris after each job and clean-up or report accidental spills immediately.

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- Secure wires, cords, and cables from walkways.
- Use safety cages and fall restraints whenever you are more than 6 feet up.
- Walk, don't run.

Blood borne Pathogens

Practice universal precautions – prevent the spread of bloodborne infection. Treat all blood and other bodily fluids as if they are infectious. Avoid exposure to bloodborne pathogens such as:

- HIV, which causes AIDS and destroys the immune system;
- HBV, which infects the liver and causes serious disease.

Basic precautions to prevent exposure to blood borne pathogens:

- Only designated persons trained in first aid/CPR should provide emergency first aid to injured persons while on the job. Other persons may assist in other ways such as directing traffic, calling for emergency services, etc.
- Wear personal protective equipment (PPE) such as gloves, eye and face protection, and protective clothing.
- Remove contaminated PPE without the contamination touching your skin.
- Dispose of PPE in proper containers.
- Wash carefully and thoroughly with soap and water after any exposure to blood or body fluids.
- Do not eat, drink, smoke, apply cosmetics, or handle contact lenses in area that could contain infectious materials.
- Treat all needles and sharp objects as if they are contaminated.
- Do not reach your hand into containers that may contain sharp objects.
- Use tongs or a similar tool, not your hands, to clean up potentially contaminated broken glass.
- Only trained and authorized persons should clean and decontaminate an area contaminated with blood or body fluids.
- Wear gloves and use leak proof containers to handle or transport possible contaminated laundry.
- When spills of bodily fluids occur, staff members clean them up immediately with detergent (soap and water) followed by water rinsing. After cleaning, staff member sanitizes non-porous surfaces with fresh (less than 24 hours old) bleach and water solution and disposable paper towel. Only one paper towel may be used on a single surface to avoid cross contamination.
- Carpets should be cleaned by blotting or spot cleaning with detergent and disinfectant. If necessary, management should be notified in order to arrange for professional carpet cleaning.
- Contaminated materials and diapers should be placed in a non-porous plastic bag and placed in a closed container.

Fire Protection and Prevention

Housekeeping:

- Keep work areas clean and free of debris.
- Keep combustible materials such as paper away from heat and machines.
- Place used oily rags in the appropriate covered metal containers.
- No smoking allowed on premises at all. This includes in cars, parking lots, building, yard, etc.

Electricity:

- Replace cords and wires that are frayed or have worn insulation.
- Do not overload circuits, motors, fuses or outlets.
- Make sure you have good ground connections.

Fire Extinguishers:

There are several different types of fire extinguishers. They include the following:

- Class A (green label) - Use on fires involving paper, cloth, trash, wood, and other ordinary combustibles.
- Class B (blue label) – Use on fires involving flammable gases/liquids including gasoline, grease, oil, or solvents.
- Class C (blue label) – Use on fires involving or surrounding electrical equipment.
- Class D (yellow label) – Use on combustible fires involving metals such as sodium potassium, magnesium, and sodium potassium alloys.
- Class ABC and BC – Use on combination fires, or can be used on more than one type of fire.

Proper Use of Fire Extinguishers:

Extinguish the fire yourself only if:

- The fire is small enough for you to handle.
- You have the proper fire extinguisher handy.
- You have an escape route.
- You have been trained in the proper and safe use of fire extinguishers.

Otherwise, sound the alarm immediately and begin evacuating the area. To use the fire extinguisher remember the following PASS:

- P – Break the seal and **PULL** the pin.
- A – Stand about 3-5 feet from the fire and **AIM** the nozzle at the base of the fire. If you stand too close, pressure from the spray can spread the fire.
- S - **SQUEEZE** the trigger while holding the extinguisher upright. Stand away and move in on the fire.
- S - **SWEEP** the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

Emergency Action:

- Know where the fire alarms are throughout your workplace.

- Know your company's evacuation procedures, established escape routes, and evacuation assembly areas.
- Know your responsibilities under the emergency response plan.
- Know where fire extinguishers are and how to use them.
- Act quickly when you hear an alarm.
- Close windows and doors not needed for escape.
- Assist any disabled employees.
- Leave the area by your assigned exit – or the closest safe exit if yours cannot be used.
- Go the assigned "safe place".
- Stay in your assigned safe place until given permission by authorized person(s) to leave.
- Follow instructions.