

**Small Wonders Child Care
&
Southern Madison Child Care**

Employee Policies and Procedures

Requirements

- All employees **must** have a background check complete and on file before they are to work alone with children. (If at any time you are accused of abuse or neglect, you will be laid off without pay until the situation is resolved. If you are found guilty you will no longer be employed by Small Wonders.)
- **A TB skin test is required every 2 years of all employees.** IF your TB skin test expires you will be taken off schedule until a new test is administered.
- All staff must attend Orientation within the first 90 days of employment or you will be taken off the schedule. You are responsible for everything taught in Orientation and all trainings. Failure to follow what is taught or disregarding handbook policies will result in a write-up and possible termination.
- **All staff are required to obtain 15 training hours per year** (start date to start date).
- CPR/first aid are required, however, they do not count toward your start required training hours.
- Pediatric head and brain trauma training is required within first year of employment and retaken every 5 years. You will receive 1.5 hours that will count towards 15 required hours for the year.
- Training classes will be posted it is your responsibility as the employee to let the director know of you can attend a training class. The director will

have the hours obtained and the hours you need on the board in the office, however it is YOUR responsibility to ensure your 15 hours are obtained before your year has ended or you will be taken off schedule.

- **The four parking spots** closest to the entrance can't be used by and employee. These spots are to be used to load/unload children, supplies, etc.

Dress Code

- Small Wonders T-shirts are to be worn while working, or you can wear any acceptable shirt (**no low cut, no inappropriate slogans etc.**).
- Jeans, slacks, capris or long shorts are acceptable, keep in mind you are working with children therefore Small Wonders is not responsible for any clothing or jewelry that is ruined while working.
- Dress should be comfortable enough to allow you to work with the children but remain professional at the same time (no PJS unless a scheduled PJ day for the kids also.)

Attendance/Scheduling

- Scheduling goes by seniority. If you need a day off it must be scheduled in advance and approved by director. **You must put all requests on calendar in office two week in advance.** Only one person from each shift is allowed off the same day. Please make appointments and vacation plans as much in advance as possible.
- Staff meetings are mandatory and attendance is required. If you do not attend, it will be counted as missing a non-scheduled day off (write up). There will be one meeting per month. The meet will be scheduled a week in advance.
- The schedule is posted on Fridays. It is **your** responsibility to make sure you know what time you work. If there is a problem with the times you are scheduled, please let director know as soon as possible.

Breaks

- Breaks are given in the order that the staff clock in.
When you are offered your break you must be clocked out within five minutes of that time. It is required that you clock in and out for any and all breaks,
- Breaks are to be used to: smoke, restroom, lunch, phone calls, etc. If it is not your break time please do not ask to smoke, use the phone, etc.
- If you are scheduled to work more than 6 hours you are required to take a thirty-minute break.
- If an employee works under 4 hours a break is not required, but will be offered, it is up to employee if they want to take a 15 or 30-minute break.
- Breaks may **NOT** be taken in the office or any other classroom that is being used.
- All visitors must stop in the office. If an extra staff member is available someone will come to your classroom and allow you to come to the office to speak with them. Please limit this to special occasions or emergencies only.
- Personal phone calls are **NOT** allowed. Should anyone call for you a message will be taken and a note will be left on your time card. However in the event of a