



le petit elephant

infant nursery ★ preschool ★ jrKindergarten

Le Petit Elephant Nursery and Preschool

Personnel Policies Handbook

2021-2022

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Le Petit Elephant Nursery and Preschool will be rewarding and challenging. We take pride in our staff members as well as in services we provide to the children and families of Napa.

The Company complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. When questions arise concerning the interpretation of these policies as they relate to staff members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Kerry Knight.

We wish you success in your employment here at Le Petit Elephant Nursery and Preschool!

All the best,

Milli Pintacsi, Founder/CEO Le Petit Elephant Nursery and Preschool

1.2 Contract Employment

Your employment with Le Petit Elephant Nursery and Preschool is on an annual contract basis.

Everything in this handbook and the Company Employment Agreement document should be understood as creating an annual teaching contract. Your employment may still be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause. Your Employment Agreement does not provide guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Founder/CEO has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Founder/CEO.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Company

PHILOSOPHY OF PROGRAM- LE PETIT MÉTHODE

Le Petit Elephant Nursery and Preschool (LPE) is a safe, loving, and nurturing place for children to learn and grow. The ages of 0 - 5 are the most developmentally impressionable years in a child's life, and we recognize that these years should be carefully nurtured and guided to ensure that a child has everything they need to enter kindergarten and the world around them. With that goal in mind, we focus on the **ABC's** of early development:

Academics - we foster a love of learning and reading in a child-driven, teacher-facilitated curriculum inspired by nature and a healthy, organic lifestyle. Our play-based early education program shows children how fun and rewarding learning can be.

Behavior - we believe that appropriate behavior and learning valuable social skills is a crucial part of a child's education, and it is important to start early. Responsible behavior and good choices are modeled, recognized, and rewarded in a way that will benefit children for the rest of their lives.

Creativity- creativity is a very important measure of intelligence, and innovation is regarded as one of society's most coveted traits (think Google or Apple!). When a child learns to think creatively, it opens up a whole world of possibilities. Children learn best through creative play, and we encourage our children to pretend and use their imaginations.

Le Petit Elephant promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. We utilize a thoughtful combination of child development strategies from the **Reggio-Emilia** Approach, the **Waldorf** philosophy, and the **RIE** philosophy, which our Founder Milli Pintacsí has culminated into our unique "**Le Petit Méthode**."

Our academic programs within Le Petit Méthode are based on the principles of respect, responsibility, and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum. Children are capable of constructing their own learning and they are driven by their interests to understand and know more. It is believed that children form an understanding of themselves and their place in the world through their interactions with others therefore there is a strong focus on social collaboration, working in groups, where each child is an equal participant, having their thoughts and questions valued. The adult is not the giver of knowledge, but rather the children search out the knowledge through their own investigations.

It is also believed that children are communicators and their communication is a process, a way of discovering things, asking questions, and using language as play. Playing with sounds, rhythm, and rhyme; delighting in the process of communicating. These languages, or ways of learning, are all a part of the child and learning and play are not separated. The Le Petit Méthode emphasizes hands-on discovery learning that allows the child to use all their senses and all their "languages" to learn.

At Le Petit Elephant, children are encouraged to use language to investigate and explore, to reflect on their experiences. They are listened to with respect, believing that their questions and observations are an opportunity to learn and search together. It is a process; a continual process, a collaborative process. Rather than the child asking a question and the adult offering the answers, the search is undertaken together.

Our creative programs per Le Petit Méthode consider that during the first years of life children learn best by being immersed in an environment they can learn from through unselfconscious imitation of practical activities and by encouraging free play. This free or fantasy play, in which children act out scenarios of their own creation, helps them to experience many aspects of life more deeply. The toys at our center are made of natural materials such as pine cones, wood, cotton, silk, shells, stones and other objects from nature

(some of which the children themselves have collected) are used in play and to beautify the room. The classroom is intended to resemble a home, and generally teachers attempt to include as many simple and natural materials as possible. The tools and toys that are employed in a lesson plan's general activities are also usually sourced from simple, natural materials that are easily enhanced by a child's imagination.

All children are treated with respect at Le Petit Elephant. They are spoken to with kindness, compassion and love. Their struggles are recognized, their efforts are celebrated, and their feelings are validated. Their individual capabilities and needs are taken into account, and they are not placed in positions that they cannot get themselves into and out of. They are given the freedom and the encouragement to develop at their own pace, with their teachers cheering them on as they reach their next milestone. Every child is capable, every child is respected.

At Le Petit Elephant, we strive to cultivate in each child:

- * Pride in their ability to complete tasks independently
- * Creativity in every subject matter (not just art)
- * A sense of belonging
- * Respect for self and others
- * Enthusiasm for learning and exploration
- * A love of nature and music
- * A passion for reading and story-telling

2.2 Company Facilities

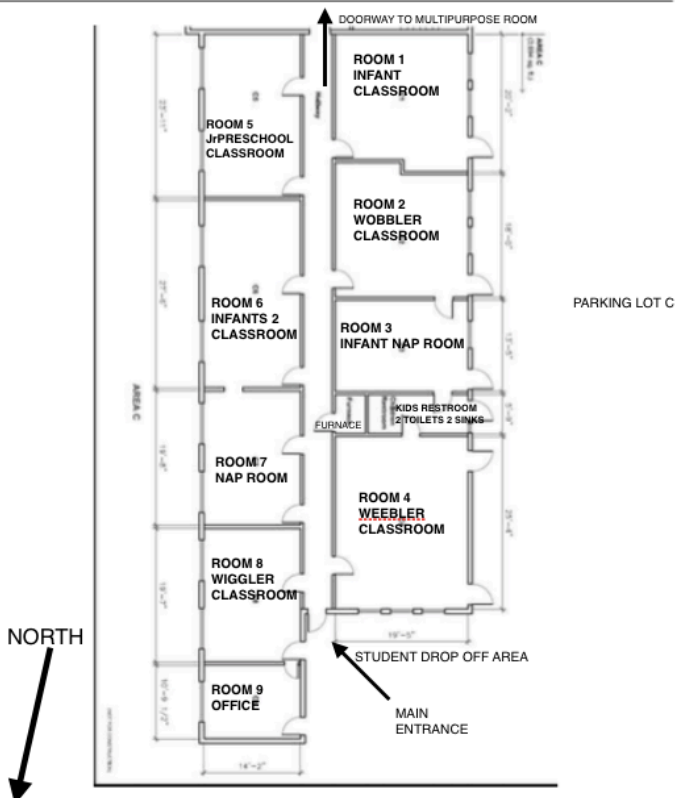
ADMINISTRATION CONTACT INFO

Le Petit Elephant Nursery and Preschool 707-690-8797

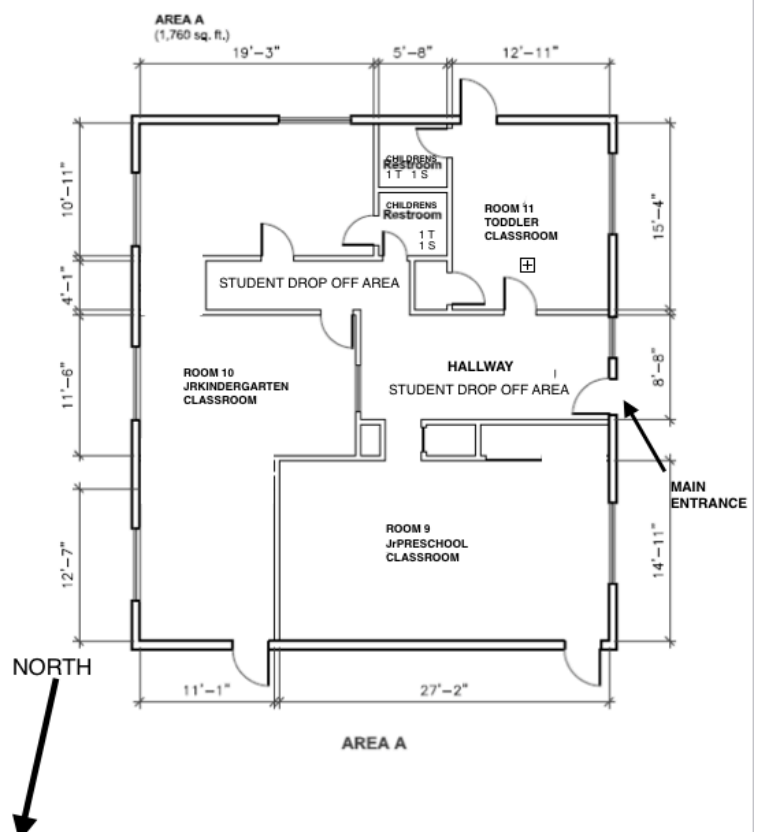
Milli Pintacsi, Founder/CEO 925-683-7245

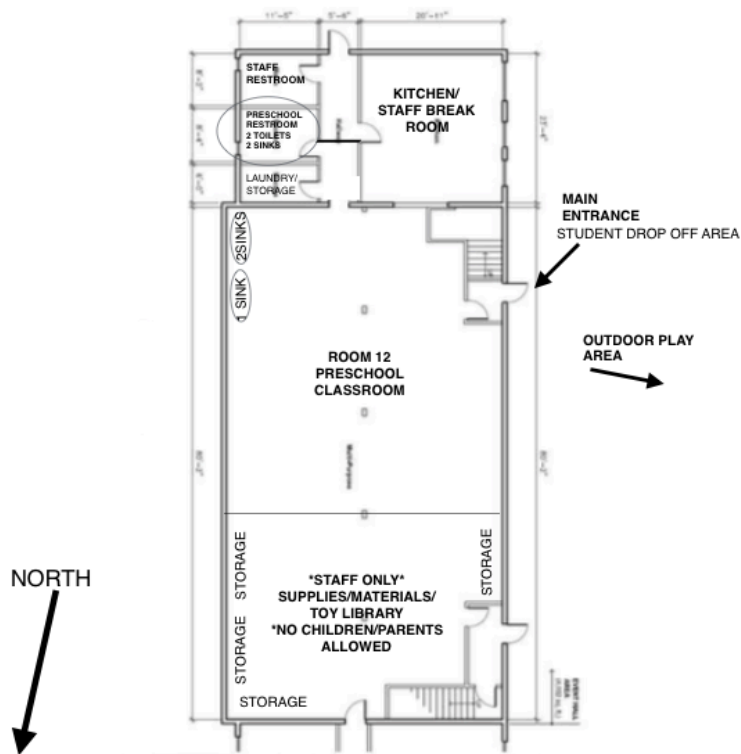
Kerry Knight, Executive Director 707-775-8017

2645 Laurel St. Napa, CA 94558 8 CLASSROOMS, 1 BATHROOM, 1 OFFICE



2645 Laurel St. Napa, CA 94558 3 CLASSROOMS, 2 BATHROOMS





2.3 Ethics Code

Le Petit Elephant Nursery and Preschool will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Le Petit Elephant Nursery and Preschool.

We expect that Directors and staff members will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of proprietary information and similar confidential commercially-sensitive information (i.e. financial or sales records/ reports, marketing or business strategies/plans, customer lists, etc.) about the Company or operations, or that of our customers, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Mission Statement

MISSION

Le Petit Elephant Nursery and Preschool believes that everything children touch and see can be a learning experience. We create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery. We nurture the imagination as well as promote the physical and intellectual development of children through play. We value collaboration from everyone and lead by example. Our environmentally-friendly curriculum and center set our children on the path of environmental and social responsibility. We are committed to providing high quality care in an eco-friendly environment.

OBJECTIVES AND GOALS

We believe in creating a community of learners where our children will grow as well as, our teachers and parents. Educating children, and working in partnership with families, combined with highly qualified teachers, will provide children with experiences that will help them grow as individuals and prepare them for

the future. Le Petit Elephant is a unique and multi-faceted learning center that will offer children the opportunity to construct knowledge, develop creativity and self-expression, build healthy self-esteem, and engage in meaningful relationships with others outside of family life during episodes of play and learning. It is our belief that learning in a center that focuses on earth friendly practices and healthy, organic living can only further enhance and improve the lives of our children, their families, and our teachers creating and experience that is unique and unlike any other program.

Le Petit Elephant aspires to create an atmosphere where school is an extension of the family: a school environment where teacher, parent and student interactions involve solid connections, enriching lessons, and responsibility on the part of all three participants. Throughout preschool Le Petit Elephant instills healthy choices and character education. Le Petit Elephant's philosophy is to provide a positive, fun, safe environment, which provides a high quality program with a balanced, progressing curriculum allowing each child to grow and develop according to his or her age. We provide a superior quality infant and preschool early childhood development program serving children from six weeks to five years of age. Our objectives include:

- Provide a safe, accepting and caring environment for all children.
- Assist each child to grow to his fullest potential by recognizing each stage of development and fashioning and environment (i.e. curriculum, facilities, and staff) designed to nurture and facilitate growth during each stage.
- Help children develop and use their problem solving skills.
- Encourage and build self-confidence and self-esteem through varieties of learning activities.
- Contribute to the development of physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.
- Assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.
- Encourage and develop new friendships.

2.5 Organization Policy

Founder/CEO - Milli Pintacsi

Owners- Milli Pintacsi and Robert Pintacsi

Executive Director- Kerry Knight

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Le Petit Elephant Nursery and Preschool is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your Direct Supervisor.

Common conflicts of interest include:

- Use of company information or equipment for personal gain
- Self-dealing
- Moonlighting
- Dual relationships (working for clients/customers outside of the premise of your employment at the Company i.e. babysitting, nannying, etc.
- Receiving gifts from persons with whom the company does business
- Reporting to a family member (nepotism)

- Attending client/customer parties or events (i.e. birthday parties, baby showers, etc.)

If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Le Petit Elephant Nursery and Preschool. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

3.3 Job Descriptions

Le Petit Elephant Nursery and Preschool attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Direct Supervisor.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Direct Supervisor.

SUCCESSFUL STAFF / STAFF EXPECTATIONS:

As a Le Petit Elephant employee, you are part of a team. Without you working as an integral part of our team, we could not operate a quality program. You represent Le Petit Elephant Nursery and Preschool and how you conduct yourself and carry out your responsibilities reflects directly on our program. It is your responsibility to conduct yourself as a professional at all times. Professionalism is determined by a variety of factors including:

- Attitude
- Enthusiasm
- Respect
- * Appearance
- * Consideration of others
- * Acceptance of Responsibility
- * Self-confidence

You determine the success of your activity by the attitude you display. Inspire participation!

QUALITIES OF A GREAT STAFF/TEAM MEMBER

A star teacher inspires and motivates others, and approaches teamwork with a positive attitude. This staff member truly believes "attitude is everything" and does "whatever it takes" to make a difference.

- Friendliness: Maintains a positive attitude toward others; alert to the needs of others
- Perceptive: Knows when it is time to change an activity- knows when a situation is potentially dangerous before anything happens- knows when to help before being asked.
- Communicates: Good voice quality; eye contact (watches for reaction - able to describe in understandable steps and terms); animated, a good listener as well.

- Creative: Tries new ideas; always looking for new ideas; inventive, can make something out of little or nothing; always building on one's own skills and reserves.
- Organized: Knows what facilities, supplies, activities, staff and time are required to accomplish a particular project; has arranged for all of the above and advised other staff members.
- Shares: Shares experience with staff; encourages staff participation; allows staff and participant's room to grow through trial and error; shares responsibilities.
- Dependable: Follows through; arrives on time; responsible for what happens in program; can be trusted.
- Honest: Has convictions; will admit to own beliefs; deals with staff and participants fairly and openly; not afraid to ask for help; not afraid to admit when a mistake has been made.
- Integrity: Maintains wholesome interpersonal relationships free of gossip about other staff or parents.
- Initiative: Self- motivated; does not need to be told what to do.
- Enthusiastic: Projects an evident interest in the job.
- Patience: Exhibits self-control in dealing with others, avoids uncontrolled or negative tone of voice.
- Spontaneous: Quick with ideas and solutions; good problem solver; adapts to new situations quickly; is not rigid.
- Model: A good example to other staff members and participants (attitude, dress, flexibility, interest).
- Ego-Self Awareness: Realizes the effect you have on other people; realizes what it is you need from other people to make you feel good or successful.
- Evaluates: Always striving to improve self and program.
- Appearance: neat, well groomed, appropriately dressed, poised, and well mannered.

Professionalism: maintains professional relationships with parents and families; does not engage in dual-relationships (i.e. babysitting, attending parties, etc. for children/families from Le Petit Elephant Nursery and Preschool)
Adheres to guidelines of the staff handbook.

RELATIONSHIPS WITH CHILDREN

- Individualization: Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting, hug, or pat upon arrival.
- Knowledge: Plans a variety of activities developmentally appropriate to each age and accomplishment level; thereby fostering exploration, investigation, and creativity.
- Resourcefulness: Demonstrates creativity in designing programs and in use of materials.
- Flexibility: Able to work with individuals and groups of children equally well.
- Professional Manner: Uses appropriate language and relates behavior to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
- Discipline: Provides guidance in a positive manner; uses non-punitive methods. Praises children frequently when they are engaged in expected behaviors; leads by example; models appropriate behavior.
- Responsibility: Monitors and assesses each child's growth, development, and performance, notes changes; maintains appropriate records and provides reports.

- Fairness: Treats all children and families equally, with respect, dignity, and empathy. Avoids prejudicial attitudes.

Good example: Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

PROFESSIONALISM

- Personal Growth: Committed to the idea of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
- Loyalty: Supports the goals, objectives and philosophy of the organization. Adheres to policies and procedures.
- Integrity: Respects confidentiality of information. Redirects parents to a quiet time/place that issues can be discussed, away from the children and other parents.
- Cooperation: Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, supervisors, and assistants. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
- Friendliness: Maintains a friendly but professional relationship with parents and coworkers.
- Fairness: Treats all parents equally and without favoritism, accepting all at their individual levels. Respects others' rights to their individual ideas and points of view.
- Receptive: Willing to accept and accommodate new ideas. Overall concern and awareness
- Safety and Health: Gives primary consideration to the health and safety of the children at all times.
- Organization: Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
- Responsible: Respects the use and care of materials and equipment, avoiding waste. Assumes personal responsibility for minor environmental problems overlooked by others.

JOB EXPECTATIONS OF EXECUTIVE DIRECTOR

The Director is a strong, communicative, mature individual who relates well to children and adults. The Director is committed to Le Petit Elephant's early education mission and environmental goals. The Director is accountable for general supervision and management of the center. In addition, the Director is responsible for planning and executing the educational program in accordance with the objective of the preschool. The Director works in collaboration with the center Founder/CEO.

Principle Responsibilities:

- Staff Ratios must always comply with the following:
 - Infants: (6 weeks -12 months): 1 Teacher to 4 infants. 1 Teacher Aide together with Teacher for 5-8 infants. 2 Teacher Aides with Teacher for 8-12 infants. Teacher must be Infant/Toddler qualified. Teacher Aide Infant/Toddler Qualified preferred.
 - Toddlers: (12 months-24 months): 1 Teacher to 4 toddlers. 1 TeacherAide together with Teacher for 5-8 toddlers. 2 Teacher Aides with Teacher for 8-12 toddlers. Teacher must be Infant/Toddler qualified. TeacherAide Infant/Toddler Qualified preferred.
- Preschool/Daycare: (2 years-5 years): 1 Teacher and 1 Teacher Aide to 12 Preschoolers. Teacher must be Preschool Teacher Qualified. Teacher Aide Preschool Qualified preferred

- Maintain staff schedules
- Supervision of planning and preparing the daily activities for assigned classes in coordination with teachers
- Maintain progress records of each child growth and development
- Assure that staff are following the Parent Handbook and all school policies/philosophies
- Maintain accurate licensing-required records for all children
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and preschool functions
- Conduct regular formal or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- Effectively train, supervise, and utilize classroom teachers, assistants and primary floaters
- Supervise children; build children self-esteem; comfort children;
- Clearly and effectively communicate in a manner that children understand
- Maintain a safe and secure environment for all participants
- Orders supplies as needed in a timely manner
- Attends mandatory staff meeting/trainings
- Attends school events and assists with set up/tear down as needed
- Performs related duties as assigned, shares duties with other staff including diaper changing, intervention in classroom issues (child/teacher; Teacher/Teacher; Teacher/parent)

Physical Requirements:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- * Be physically able to wear infants/children in soft-structured carriers and/or ring slings (Up to 35 lbs)
- * Change diapers on changing table
- Perform light duty cleaning
- Fully capable to have visual or hearing capabilities consistent with Child Licensing Requirements: Bachelor's degree in Early Childhood Education or AA degree in related field with 15 credits in Early Childhood Education. At least three years teaching experience. Certified Pulmonary Resuscitation (CPR) Certification. First Aid Certification. Must hold or be able to obtain a current FBI fingerprinting background card. **3 Infant units at an accredited institution required.**

JOB EXPECTATIONS OF DIRECTOR

The Director is a strong, communicative, mature individual who relates well to children and adults. The Director is committed to Le Petit Elephant's early education mission and environmental goals. The Director is accountable for general supervision and management of the center, and is an assigned Risk

Assessment/Safety Coordinator, responsible for identifying and rectifying any potential hazards or risks for children and staff on site. In addition, Director is responsible for planning and executing the educational program in accordance with the objective of the preschool, and is expected to spend at least 50% of their time in a classroom providing support and training to teachers/staff. The Director reports to the Director of the center and the Founder/CEO.

Principle Responsibilities:

Staff Ratios must always comply with the following:

Infants: (6 weeks -12 months): 1 Teacher to 4 infants. 1 Teacher Aide together with Teacher for 5-8 infants. 2 Teacher Aides with Teacher for 8-12 infants. Teacher must be Infant/Toddler qualified. Teacher Aide Infant/Toddler Qualified preferred.

Toddlers: (12 months-24 months): 1 Teacher to 4 toddlers. 1 TeacherAide together with Teacher for 5-8 toddlers. 2 Teacher Aides with Teacher for 8-12 toddlers. Teacher must be Infant/Toddler qualified. TeacherAide Infant/Toddler Qualified preferred.

Preschool/Daycare: (2 years-5 years): 1 Teacher and 1 Teacher Aide to 12Preschoolers. Teacher must be Preschool Teacher Qualified. Teacher AidePreschool Qualified preferred.

- Planning and preparing the daily activities for assigned classes in coordination with teachers
- Maintain progress records of each child growth and development
- * Assure that staff are following the Parent Handbook and all school policies/philosophies
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and preschool functions
 - Conduct regular formal or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
 - Effectively train, supervise, and utilize classroom assistants and primary floaters
 - Supervise children; build children self-esteem; comfort children;
 - Clearly and effectively communicate in a manner that children understand
 - Maintains a safe and secure environment for all participants
 - Orders supplies as needed in a timely manner and/or reports them to Director
 - Attends mandatory staff meeting/trainings
- Attends all school events, including set up and tear down
- Manages schedules and schedule changes for respective programs
- Performs related duties as assigned, shares duties with other staff including diaper changing, intervention in classroom issues (child/teacher; Teacher/Teacher; Teacher/parent)

Physical Requirements:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather

* Be physically able to wear infants/children in soft-structured carriers and/or ring slings (Up to 35 lbs)

* Change diapers on changing table

• Perform light duty cleaning

• Fully capable to have visual or hearing capabilities consistent with Child Licensing Requirements: Bachelor's degree in Early Childhood Education or AA degree in related field with 15 credits in Early Childhood Education. At least three years teaching experience. Certified Pulmonary Resuscitation (CPR) Certification. First Aid Certification. Must hold or be able to obtain a current FBI fingerprinting background card. **3 Infant units at an accredited institution required.**

JOB EXPECTATIONS OF ASSISTANT DIRECTOR

The Assistant Director is a strong, organized, communicative, and mature individual who relates well to children and adults. The Assistant Director is committed to Le Petit Elephant's early education mission and environmental goals. The Assistant Director is accountable for implementation of RIE philosophy of all LPE classrooms, garden curriculum and seasonal themes, playground/campus safety checks, implementation/planning of appropriate themes, projects, materials, curriculum development, all within an assigned budget. The Assistant Director is also responsible for general supervision and management of the center, as well as planning and executing the educational program in accordance with the objective of the preschool. The Assistant Director reports to the Executive Director, Director and Founder/CEO of the center.

Principle Responsibilities:

Staff Ratios must always comply with the following:

Infants: (6 weeks -12 months): 1 Teacher to 4 infants. 1 Teacher Aide together with Teacher for 5-8 infants. 2 Teacher Aides with Teacher for 8-12 infants. Teacher must be Infant/Toddler qualified. Teacher Aide Infant/Toddler Qualified preferred.

Toddlers: (12 months-24 months): 1 Teacher to 4 toddlers. 1 TeacherAide together with Teacher for 5-8 toddlers. 2 Teacher Aides with Teacher for 8-12 toddlers. Teacher must be Infant/Toddler qualified. TeacherAide Infant/Toddler Qualified preferred.

Preschool/Daycare: (2 years-5 years): 1 Teacher and 1 Teacher Aide to 12 Preschoolers. Teacher must be Preschool Teacher Qualified. Teacher Aide Preschool Qualified preferred.

- Planning and preparing the daily activities for assigned classes in coordination with teachers
- Maintain progress records of each child growth and development
- * Assure that staff are following the Parent Handbook and all school policies/philosophies
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and preschool functions
- Conduct regular formal or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- Effectively train, supervise, and utilize classroom assistants and primary floaters
- Supervise children; build children self-esteem; comfort children;
- Clearly and effectively communicate in a manner that children understand
- Maintains a safe and secure environment for all participants
- Orders supplies as needed in a timely manner and/or reports them to Director
- Attends mandatory staff meeting/trainings

- Attends school events and assists with set up/tear down
- Performs related duties as assigned, shares duties with other staff including diaper changing, intervention in classroom issues (child/teacher; Teacher/Teacher; Teacher/parent)

Create garden curriculum for daily implementation and seasonal plantings. Engage children with nature, garden watering and maintenance daily and keep garden growing!

Physical Requirements:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- * Be physically able to wear infants/children in soft-structured carriers and/or ring slings (Up to 35 lbs)
- * Change diapers on changing table
- Perform light duty cleaning
- Fully capable to have visual or hearing capabilities consistent with Child Licensing Requirements: Bachelor's degree in Early Childhood Education or AA degree in related field with 15 credits in Early Childhood Education. At least three years teaching experience. Certified Pulmonary Resuscitation (CPR) Certification. First Aid Certification. Must hold or be able to obtain a current FBI fingerprinting background card. **3 Infant units at an accredited institution required.**

JOB EXPECTATIONS OF TEACHER

The Teacher is warm, sensitive, and a mature individual who relates well to children and adults. The Teacher is committed to Le Petit Elephant's early education mission and environmental goals. The Teacher is accountable for general supervision and management of a class. In addition, the Teacher is responsible for planning and executing the educational program in accordance with the objective of the preschool. The Teacher reports to the Director of the preschool.

Principle Responsibilities:

Staff Ratios must always comply with the following:

Infants: (6 weeks -12 months): 1 Teacher to 4 infants. 1 Teacher Aide together with Teacher for 5-8 infants. 2 Teacher Aides with Teacher for 8-12 infants. Teacher must be Infant/Toddler qualified. Teacher Aide Infant/Toddler Qualified preferred.

Toddlers: (12 months-24 months): 1 Teacher to 4 toddlers. 1 TeacherAide together with Teacher for 5-8 toddlers. 2 Teacher Aides with Teacher for 8-12 toddlers. Teacher must be Infant/Toddler qualified. TeacherAide Infant/Toddler Qualified preferred.

Preschool/Daycare: (2 years-5 years): 1 Teacher and 1 Teacher Aide to 12 Preschoolers. Teacher must be Preschool Teacher Qualified. Teacher Aide Preschool Qualified preferred.

- Planning and preparing the daily activities for assigned classes in coordination with the Director and Education Coordinator
- Maintain progress records of each child growth and development

- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and preschool functions
- Conduct regular formal or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- Effectively train, supervise, and utilize classroom assistants and primary floaters
- Supervise children; build children self-esteem; comfort children;
- Clearly and effectively communicate in a manner that children understand
- * Immerse the children with foreign language exposure whenever possible
- Maintains a safe and secure environment for all participants
- Reports supplies needed to the Director in a timely manner
- Attends mandatory staff meeting/trainings
- Performs related duties as assigned, shares duties with other staff including diaper changing, intervention in classroom issues (child/teacher; Teacher/Teacher; Teacher/parent)

Physical Requirements:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- * Be physically able to wear infants/children in soft-structured carriers and/or ring slings (Up to 35 lbs)
- * Change diapers on changing table
- Perform light duty cleaning
- Fully capable to have visual or hearing capabilities consistent with Child Licensing Requirements: Bachelor's degree in Early Childhood Education or Bachelor's degree in related field with 15 credits in Early Childhood Education. At least three years teaching experience. Certified Pulmonary Resuscitation (CPR) Certification. First Aid Certification. Must hold or be able to obtain a current FBI fingerprinting background card. **3 Infant units at an accredited institution required if applying for lead infant teacher.**

JOB EXPECTATIONS OF TEACHER'S AIDE

The Teacher's Aide is warm and friendly individual who relates well to children and adults. The Teacher's Aide is committed to Le Petit Elephant's early education mission and environmental goals. The Teacher's Aide is responsible for assisting the Teachers with general supervision and management of the class. The Teacher's Aide reports directly to the Teachers who reports to the Directors.

Principle Responsibilities:

Staff Ratios must always comply with the following:

Infants: (6 weeks -12 months): 1 Teacher to 4 infants. 1 Teacher Aide together with Teacher for 5-8 infants. 2 Teacher Aides with Teacher for 8-12 infants. Teacher must be Infant/Toddler qualified. Teacher Aide

Infant/Toddler Qualified preferred.

Toddlers: (12 months-24 months): 1 Teacher to 4 toddlers. 1 TeacherAide together with Teacher for 5-8 toddlers. 2 Teacher Aides with Teacher for 8-12 toddlers. Teacher must be Infant/Toddler qualified. TeacherAide Infant/Toddler Qualified preferred.

Preschool/Daycare: (2 years-5 years): 1 Teacher and 1 Teacher Aide to 12 Preschoolers. Teacher must be Preschool Teacher Qualified. Teacher Aide Preschool Qualified preferred.

- Assist in planning and implementing the daily program under the direction of the Teacher, which includes lesson plans.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Assist Teachers in creating garden curriculum for daily implementation and seasonal plantings. Engage children with nature, garden watering and maintenance daily and keep garden growing!
- Supervise the classroom, nap room and meal times. Must always have a qualified Teacher present except in nap room.
- * Immerse the children with foreign language exposure whenever possible
- Help with the general housekeeping tasks.
- Assist the Teachers in other ways as requested.
- Assist Teachers with implementation of appropriate early childhood education experiences.
- Help Teachers to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the preschool.
- Help to maintain a neat and organized classroom
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training
- Reports supplies needed to the Directors in a timely manner
- Attends mandatory staff meeting/trainings
- Performs related duties as assigned
- * Create garden curriculum for daily implementation and seasonal plantings. Engage children with nature, garden watering and maintenance daily and keep garden growing!

Physical Requirements:

- Lift up to 40 lbs.
- Repetitive bending, stretching, and stooping
- Be physically able to wear infants/children in soft-structured carriers and/or ring slings (Up to 35 lbs)
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- * Change diapers on changing table
- Work outdoors in any variety of weather
- Perform light duty cleaning e.g. sweeping, disinfecting toys/surfaces, vacuuming

• Fully capable to have visual or hearing capabilities consistent with Child Licensing Requirements: High School Diploma or G.E.D., and at least one year of experience related to early childhood education; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Certified Pulmonary Resuscitation (CPR) Certification. First Aid Certification. Must hold or be able to obtain a current FBI fingerprinting background card. **3 Infant units at an accredited institution required if applying for infant teacher aide.**

3.4 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Le Petit Elephant Nursery and Preschool and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Company can be shortened or lengthened as deemed appropriate by Kerry Knight and Milli Pintacsi. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.5 Training Program

In most cases, and for most positions, training staff members is done on an individual basis on the job/in the classroom. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures and policies, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Direct Supervisor.

3.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Le Petit Elephant Nursery and Preschool. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Direct Supervisor.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

4.0 Wage and Hour Policies

4.1 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Direct Supervisor as outlined below. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Le Petit Elephant Nursery and Preschool reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

ATTENDANCE/ VACATION REQUEST

1. All teachers are to be at their assigned classroom and ready for work 5 minutes before opening.
2. All teachers are expected to clean/tidy up their classrooms, common areas and the playground before closing at 5:30pm or sooner.
3. In the case of illness or emergency absence from work, staff must notify the Executive Director Kerry Knight by call/text at 707-775-8017 as soon as possible, preferably the night before by 10pm or in the morning by 6am. If staff does not receive a response/acknowledgment from Admin, staff is not excused from work and is expected to show up for their shift until they can be released.

4. At least two weeks prior notice, submitted via HUB, must be given to the Director for any planned absence. Requests are not guaranteed to be approved. Only one staff member is allotted off per day during the school year.

5. Unexplained absences from work can result in disciplinary action and termination.

4.2 Business Expenses Policy

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Le Petit Elephant Nursery and Preschool.

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Supplies/Materials

You may purchase supplies/materials only under exceptional circumstances and with prior approval of the Director or the Founder/CEO Milli Pintacsi. The Company does not reimburse cost over \$10 without prior approval. Please turn in your receipt labeled with your name and reason for purchase to Milli's inbox in the office.

4.3 Direct Deposit

Le Petit Elephant Nursery and Preschool encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Milli Pintacsi or Kerry Knight for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be emailed to you on paydays described in the preceding sections in lieu of a check.

4.4 Introduction to Wage and Hour Policies

At Le Petit Elephant Nursery and Preschool, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Direct Supervisor.

4.5 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Le Petit Elephant Nursery and Preschool.

4.6 Paycheck Deductions

Le Petit Elephant Nursery and Preschool is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact Milli Pintacsi. You will be reimbursed in full for

any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

4.7 Posting of Work Schedules

All work schedules will be emailed to staff members. The work schedules are done on a monthly basis as well as on an as needed basis, and will be sent out at least 7 days before the start of a new month whenever possible. If, by the last week of the current month, you are uncertain of your next monthly work schedule, please contact Kerry Knight.

4.8 Recording Time

Le Petit Elephant Nursery and Preschool is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Company has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using Company HUB. Exempt staff members may also be required to track days or time worked. Speak with your Direct Supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work (10 min break, etc).

Time sheets/time cards are to be approved on HUB by the end of the day on the 15th and last day of each month.

You should clock in no earlier than your start time and clock out no later than your quitting time. Overtime must be approved in advance and should not result from clocking in early and clocking out later when you are not needed early/late.

Notify your Direct Supervisor of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods. Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Administration any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.9 Use of Employer Credit Cards

All staff members in the possession of a credit card issued by Le Petit Elephant Nursery and Preschool will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company materials (toys, supplies, etc.) under \$150 do not require prior approval from the Founder/CEO. Credit card purchases over \$150 must receive prior approval from Milli Pintacsi.

Submit all sales receipts generated by use of the Company credit card monthly to Milli's inbox. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 7 days.

Immediately report lost or stolen Company cards to your Direct Supervisor. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Le Petit Elephant Nursery and Preschool will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Exit Interview

You may be asked to participate in an exit interview when you leave Le Petit Elephant Nursery and Preschool. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Le Petit Elephant Nursery and Preschool is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to your Direct Supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

5.4 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Le Petit Elephant Nursery and Preschool profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position. If you would like to request a pay raise, please submit your request in writing to MissMilli@LPEnapa.com for consideration.

5.5 Performance Improvement

Le Petit Elephant Nursery and Preschool will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your Direct Supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.6 Post-Employment References

Le Petit Elephant Nursery and Preschool policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to Kerry Knight.

5.7 Problem Solving Procedures

Le Petit Elephant Nursery and Preschool strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Direct Supervisor and, if necessary, to the Founder/CEO. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its staff members, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Direct Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Direct Supervisor. If you have already brought this matter to the attention of your Direct Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Milli Pintacsi, Founder/CEO. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of Le Petit Elephant Nursery and Preschool, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to staff members possessing the needed skills, education, experience, and other qualifications that are required for the job.

All staff members promoted into new job positions will undergo a 90-day introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Company benefits for which they are eligible.

5.9 Standards of Conduct

Le Petit Elephant Nursery and Preschool wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other staff members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans,

philosophy development information, customer lists, etc.) of the Company or its customers, contractors, suppliers, or vendors.

- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking on campus.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending school door keys to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.10 Transfers

Le Petit Elephant Nursery and Preschool may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.11 Workforce Reductions (Layoffs)

If necessary based upon business needs, Le Petit Elephant Nursery and Preschool management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Appropriate Language and Conversations

APPROPRIATE LANGUAGE & CONVERSATIONS

Excessively loud or profane language will not be allowed by employees. Children hear everything we say and can become startled or upset by abrupt laughter or other loud noises! Please limit the topics of conversation in the classroom to professional topics of an appropriate nature, as you never know when a parent is right outside of your door.

6.2 Assignment of Staff Members

ASSIGNMENT OF STAFF MEMBERS

All staff members are employed subject to assignment or reassignment at the discretion of the Director. Any supplemental duties given to a staff member, including those for which additional pay is received, may be notified or discontinued at any time. Teachers may be assigned to classrooms based on their availability, school/class schedule, qualification/units, experience with certain age groups, and/or ability to speak a foreign language, in order to immerse the children with foreign language exposure whenever possible. Spanish, Italian, French, etc speaking teachers are expected to speak that language with the children in their assigned classrooms at least 50% of the time.

6.3 Children of Staff

CHILDREN OF STAFF

Teachers are not permitted to bring their own child to class. Instructors wanting to have their child attend Le Petit Elephant Nursery and Preschool must enroll and pay tuition, granted there is a space available for their child. It is suggested that the employee is not in the same classroom as their child. Employees receive a 10% discount on tuition. This decision can be reversed at any time if the child causes disruption or if something of an inappropriate nature happens. Instructors should find alternative arrangements for children over the preschool age.

6.4 Complaints

COMPLAINTS

1. Complaints regarding suspected licensing violations must be reported to the Executive Director or Director.
2. Complaints regarding the actual program should be reported to the Directors.
3. Complaints regarding the facilities should be reported to the Directors.

Director contact information:

Kerry Knight

Admin@LPEnapa.com

707-690-8797

COMMUNITY CARE LICENSING DIVISION CHILD CARE OFFICES

ROHNERT PARK LOCAL UNIT

Local Unit Manager, Linda Walker

101 Golf Course Drive, Suite A-230, MS 29-11

Rohnert Park, CA 94928

(707) 588-5026 FAX (707) 588-5099

Counties: Lake, Mendocino, Napa, Solano, & Sonoma

6.5 Confidentiality

CONFIDENTIALITY

Le Petit Elephant Preschool strives to maintain a trusting and loyal relationship with all employees and families in our programs. Information that is shared with employees must remain confidential. Personal information includes, but is not limited to medical information, payroll, custody issues, and legal information. Information may not be disclosed under any circumstances. If any questions or concerns should arise in reference to such matters please speak with the Executive Director or Director. Information about a child

should not be shared with anyone but his/her own family. Teachers should not talk about children in front of their classmates, or other adults.

6.6 Relationships

RELATIONSHIPS

Dating a co-worker is highly discouraged at Le Petit Elephant Nursery and Preschool. Bringing outside relationship conflicts to work is also highly discouraged, as it brings down the morale of your co-workers and the center as a whole. If you are engaged in or plan to become engaged in a relationship with a co-worker at the Company, you are asked to inform your Supervisor as soon as possible so that any conflicts of interest may be addressed.

6.7 Staff Food and Drink

FOOD AND DRINK

Employees are expected to sit down at the table and eat with the children at snack and lunch times in the school. At Le Petit Elephant, we encourage and support a healthy, organic and natural menu for the children, and we ask that any food or drink items consumed by the teachers with/in front of the children reflect this philosophy (i.e. no soda, energy drinks, cookies, sweets, etc in the classroom.) Before entering the children's environment, all cold beverages should be transferred from their original container to cups with tightly sealed lids as well. No soda cans, or any other "logo" drinks or food are permitted in their original containers, as we need to set a good example for the children. Eating at any other time should be confined to the kitchen and/or staff break room.

Employees are not to share their personal food items with the children in the classroom without parent permission, due to unknown dietary restrictions.

Employees are permitted to transport hot beverages in a tightly sealed thermal cup with a sealed lid only in the staff and break room. If this spills in the classroom, it should not pose a burn hazard to children by spilling out.

6.8 Staff Parking

PARKING

Staff are to only park in the area assigned to them by the Directors. If you do not know your assigned parking space, please ask your Supervisor. Staff may not park in the spaces immediately in front of Le Petit Elephant Nursery and Preschool. This parking area is reserved for parent drop off and pick up.

6.9 Staff Training

STAFF DEVELOPMENT DAYS

* Mandatory Staff Development Days are held quarterly on Friday in February, May, August and November. All staff members shall attend scheduled staff meetings, and will be compensated at their regular pay rate.

* Mandatory Wednesday staff trainings are held the first Wednesday of each month from 4:30p-5:30p (on months there are no Staff Development Days)

6.10 Bulletin Boards

Le Petit Elephant Nursery and Preschool maintains an official notice board located in the Staff Room/ Kitchen for providing staff members with official Company notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Company may also post information of general interest to staff members on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

6.11 Computer Security and Copying of Software

Software programs and electronics (tablets, iPads, computers) purchased and provided by Le Petit Elephant Nursery and Preschool are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software and hardware acquired for or on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The Directors are responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through Kerry Knight or Milli Pintacsi.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.12 Employer Sponsored Social Events

Le Petit Elephant Nursery and Preschool holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Direct Supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.13 Incentive Programs

At Le Petit Elephant Nursery and Preschool, we utilize a fun reward program called GEMs (Going the Extra Mile) for all of our staff members, management excepted. GEMs are tickets that can be earned for going above and beyond for the school, your co-workers, the children, families, or the campus. GEMs are collected in the blue GEMs box each month and the staff member with the most GEMs and one randomly selected winner each wins a \$25 Amazon gift card.

Between May and November, the 3 staff members with the most GEMs tallied will win big prizes at the Staff Holiday Party. Between December and April, the 6 staff members with the most GEMs tallied will win a day pass to Bottlerock on Memorial Day weekend.

6.14 Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of staff members, visitors, and others, Le Petit Elephant Nursery and Preschool has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other staff members during your assigned working time. For this purpose, working time means time during which either you or the staff members who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other staff members are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms,

or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of staff members, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to Direct Supervisor.

6.15 Off-Duty Use of Employer Property or Premises

You may not use Le Petit Elephant Nursery and Preschool property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, iPads, tablets, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours.

6.16 Open Door Policy

At Le Petit Elephant Nursery and Preschool, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, promote the services of our Company, or meet customer and children's needs. Discuss your ideas with your Direct Supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

6.17 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Le Petit Elephant Nursery and Preschool. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This includes clean rubber soled shoes or bare feet indoors and protective, closed-toe footwear outdoors. Indoors, clothing suited to representing yourself as a childcare professional is required. Please use common sense and good judgment in determining what to wear to work. Remember, when you dress like a professional, you will be treated like a professional.

Staff is to dress comfortably recognizing that work in an early childhood environment requires unhindered freedom of movement and is frequently quite messy. Clothing must be clean and in good condition, with no obvious stains, holes, or rips.

* Unacceptable clothing: tight/short skirts, mini-skirts, short shorts, jeans with holes/rips, see-through or skin-tight pants/skirts (e.g. no lycra, spandex). Pants should not reveal any skin or undergarments when bending or sitting. This means no ripped jeans, no spaghetti straps/visible bra straps, no visible cleavage (front or rear), no stained clothing, etc. When in doubt, ask the directors.

Shoes:

Closed-toe, rubber sole shoes are required when outside of the classroom. While working in a classroom, please bring in a pair of clean "inside shoes" with rubber soles. Shoes worn inside the classrooms shall not be worn in the school hallways, MPR, kitchen, bathroom, office or outside. Employees can be barefoot in the classroom if preferred, just please maintain your feet hygienically and aesthetically.

* Acceptable shoes: tennis shoes, boots, trainers. (Safe and practical footwear must be worn at all times. Shoes must be sturdy, closed-toe, no-heel, and in good repair. Footwear must be capable of remaining on the wearer's foot in any position without any effort by the wearer, especially in case of emergency.

* Unacceptable shoes: flip-flops, crocs, open-toe sandals, mules, or heeled shoes.

* Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should not be used on campus out of concern for other staff members and infants/children with sensitivities or allergies.

• Accessory and jewelry choices should take into account concern for safety and hygiene for yourself and the age group you are working with. No earrings or necklaces are permitted to be worn by staff in the infant and toddler rooms. Remember when working with infants and toddlers that they like to grab, pull, and mouth anything that dangles!

* Tattoos must be covered at all times unless approved by a director in writing. Some body piercing/jewelry may be deemed unacceptable at the discretion of the director. Tongue studs are not allowed.

• Hair must be a natural color (i.e. black, brown, blonde). Please keep hair looking clean, combed and in a professional style. Untidy hairstyles are not acceptable in the workplace.

• Employees are encouraged to use only non-scented, dye-free "Free & Clear" laundry detergent on any clothing worn in the workplace while working with children to avoid exacerbating any allergies or sensitivities.

• Make-up should be modest and in a neutral color palette. Please make an effort to ensure that your appearance is professional, including your hair, nails, and facial makeup. No looking like you rolled out of bed and came to work, no chipping fingernail or toenail paint, etc.

The Company, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact your Direct Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.18 Personal Cell Phone/Mobile Device Use

While Le Petit Elephant Nursery and Preschool permits staff members to bring personal cell phones into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health. The use of personal cell phones for personal use is prohibited in the classrooms and nap rooms.

Use of personal cell phones and mobile devices at work can be distracting, disruptive and dangerous when your attention is needed on the children at all times. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

You may not connect your personal device to the Company network or to Company equipment (computers, printers, etc.).

You may have the opportunity to use your personal devices for work purposes, i.e. taking pictures of the children to post on the private Company/Parents Facebook page. Before using a personal device for work-related purposes, you must obtain authorization from management as to which children's families have authorized pictures to be taken and posted online. The use of personal devices is limited to certain staff members.

Nothing in this policy is intended to prevent staff members from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.19 Personal Data Changes

It is your obligation to provide Le Petit Elephant Nursery and Preschool with your current contact information, including current mailing address and telephone number. Inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, go to your HUB account online, and if you need assistance, contact Kerry Knight.

6.20 Security

All staff members are responsible for helping to make Le Petit Elephant Nursery and Preschool a secure work environment. Upon leaving work, turn off all lights, fans, bottle warmers, string lights, lamps and any other electronic devices. It is a closing staff member's responsibility to lock all gates and doors and ensure that all door code devices are in working condition and report any lost or stolen keys to your Direct Supervisor immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your Direct Supervisor of any known or potential security risks and/or suspicious conduct of staff members, customers, or guests of the Company. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure. Le Petit Elephant is on private property and only invited guests are permitted on the premises at all times, 24/7.

6.21 Social Media Policy

At Le Petit Elephant Nursery and Preschool, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all staff members who work for the Company.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or staff members of the Company.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Know which children's parents have not given permission for their child's picture to be posted on our private Facebook page "LPE Parents" and do not post those children's pictures.

Staff members are prohibited from being friends with/followers of/being followed by any families of Le Petit Elephant Nursery and Preschool on any social media platforms.

Post pictures after making sure they don't contain any images that would upset a parent.

Provide a description of the activities conducted/contained in the pictures and how they pertain to development (fine motor, gross motor, sensory, creativity, self-expression, self-confidence, etc.)

Be Respectful

The Company cannot force or mandate respectful and courteous activity by staff members on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, staff development, customer lists, etc.) related to the Company.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent staff members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain staff members in exercising any other right protected by law. All staff members have the right to engage in or refrain from such activities.

6.22 Third Party Disclosures

From time to time, Le Petit Elephant Nursery and Preschool may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to Kerry Knight. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Kerry Knight.

6.23 Workplace Privacy and Right to Inspect

Le Petit Elephant Nursery and Preschool property, including but not limited to phones, computers, iPads, tablets, desks, work place areas, toys, supply cabinets, supplies/materials, furniture or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any staff members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in desks and purses in the classroom.

7.0 Benefits

7.1 401(k) Plan

Eligible staff members may participate in the Le Petit Elephant Nursery and Preschool 401(k) plan and become eligible to enroll after working 1000 hours in a year. The Company provides for employee pre-tax deferral contributions [and after tax Roth contributions] and also provides for employer matching funds of 3% at 100% and 50% of the next 2% for each dollar you contribute up to a maximum Company contribution of 4% amount per pay period. Refer to your Summary Plan Description (SPD) for specifics.

Contact Milli Pintacsi to find out if you are eligible to participate in the Company 401(k) plan. The Company is required to let you know if you are eligible.

This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

7.2 Bereavement Leave

Le Petit Elephant Nursery and Preschool recognizes the importance of taking leave when there is a death in the family. You are entitled to take up to 2 days off with pay for the funeral of an immediate relative. Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Notify Human Resources of your intention to take bereavement leave as soon as the need arises. The Company may request documentation to support absences for bereavement leave.

7.3 Continuing Education Policy and Tuition Assistance

We believe in the continuing education of our staff members. If you are interested in attending an outside class and having the Company pay for your attendance, you are required to provide advance written request describing the class, including the class name, subject matter, length, and cost. It is important that the class schedule not conflict with the staff member's work schedule at the Company. Staff members who are students taking online classes in Child Development or Early Childhood Education at a recognized college may receive tuition reimbursement upon submitting evidence of satisfactory course completion (a grade of a B or better) until the staff member has achieved a total of 12 units. **This is at the discretion of the Founder/CEO, and must be agreed upon in writing prior to the class beginning.**

7.4 Dental Insurance

All regular full-time staff members upon commencement of employment at Le Petit Elephant Nursery and Preschool are eligible for the Company dental plan via AFLAC. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

7.5 Disability Insurance

AFLAC provides staff members with optional disability income protection when they miss work due to nonwork related disabilities. The terms and conditions for the disability insurance program are outlined in the Summary of Plan Benefits. Contact Kerry Knight for information about the AFLAC plan provisions and for any questions about the enrolling in those benefits.

7.6 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Direct Supervisor for clarification.

7.7 Holidays

Le Petit Elephant Nursery and Preschool offers the following paid holidays each year to all employees who have satisfied their 90 day probationary period:

New Year's Day (January 1)

Martin Luther King Jr.'s Birthday (January)

Presidents' Day (February)

Memorial Day (May)

Independence Day (4th of July)

Labor Day (September)

Veterans Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your Direct Supervisor how it affects you.

You will be compensated for holidays in accordance with federal and state law.

7.8 Leaves of Absence

Sick Time- Starting after your 30th day of work and available to use after your 90-day probationary period ends, sick time is accrued at 1 hour for every 30 hours worked. Sick time is not eligible to be paid out at termination.

If an employee has accrued sick days available, an employer may not deny the employee the right to use those accrued paid sick days, including the right to use paid sick leave for a partial day (e.g., to attend a doctor's appointment), and may not discipline the employee for doing so.

Many employers have attendance policies under which employees may be given an "occurrence" or similar adverse personnel action (which is a form of discipline with potentially negative repercussions) if the employee has an unscheduled absence or provides insufficient notice of an absence. Under the terms of the paid sick leave law (and Labor Code sections 233 and 234), if an employee has accrued and available sick leave, and is using his or her accrued paid sick leave for a purpose as specified in the law, it is not permissible for an employer to give the employee an "occurrence" for the absence under such an attendance policy because this would constitute a form of discipline against an employee for using his or her paid sick leave as allowed under the paid sick leave law.

If an employee does not have any accrued or available paid sick leave, however, (e.g., if the employee has already used all of his or her accrued and available paid sick leave under the employer's policy, including as consistent with Labor Code section 233), and if the employee has an unscheduled absence that would otherwise violate the employer's attendance policy, the paid sick leave law does not prohibit the employer from giving the employee an "occurrence" for such absence, even if the employee was actually sick and/or could have used paid sick leave for the absence if he or she had any such leave accrued. The paid sick leave law does not "protect" all time off taken by an employee for illness or related purposes; it "protects" only an employee's accrued and available paid sick leave as specified in the statute.

Similarly, if an employee has an absence that would otherwise violate the employer's attendance policy, and if the absence was for a reason not covered under the paid sick leave law, the employer is not required to allow the employee to use paid sick leave for that absence, and it is not a violation of the law for the employer to give an "occurrence" for such absence. The paid sick leave law provides that an employer shall provide paid sick days for the following purposes:

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

(Lab. Code § 246.5, subd. (a).) An employer is not required to allow an employee to use accrued paid sick days for reasons other than those listed in the statute (as quoted above).

Scheduled Time Off- Paid (using Sick Time/PTO already accrued) time away from work, scheduled and approved by a Director at least two weeks in advance via HUB.

Allowed Time Off- When Le Petit Elephant offers, and an employee accepts, time away from work.

Jury Duty/Trial- Employees required to report for jury duty or subpoenaed to appear as a witness in a trial or deposition may be granted leave without pay. Documentation must be provided to the Director. Employees are required to call the director when jury duty/witness duty is over each day to see if they are needed to work. It is expected that employees will return to work that day if time permits.

FMLA- When eligible employees are approved for FMLA time off (See Handbook section, FAMILY AND MEDICAL LEAVE).

Bereavement Leave- In the event of a death in the employee's (or spouse's) immediate family (includes parents, child, spouse, or sibling), and employee may be absent for up to 2 days (additional time may be allowed base on circumstances). For a death outside the immediate family, an employee may be absent for one day.

Note: Allowed Time Off will be paid when Sick/PTO is available.

Personal Absence- When an employee fails to work his/her full assigned work schedule for any reason except Scheduled time Off, or Allowed Time Off. Each continuous, uninterrupted period of such absence is considered one Personal Absence. A half day is counted as one Personal Absence, just as a full day is counted as one Personal Absence.

GUIDELINES

Personal Absence time should be kept to a minimum; it is discouraged, and should be discussed with the Director.

Excessive Absence is more than three (3) Personal Absences in any ninety (90) day period or six (6) Personal Absences in any twelve (12) month period.

Employees with Excessive Absence will receive disciplinary action. (See Handbook Section, "DISCIPLINARY ACTION/TERMINATION OF EMPLOYMENT").

In addition to the number of Personal Absences, the total number of days an employee is absent cannot be ignored. More than ten (10) days of absence (excluding Scheduled Time Off or Allowed Time Off) in a twelve (12) month period is considered Excessive Absence.

Notification of absence must be as far in advance as possible. Staff should anticipate absence for illness the night before.

Failure to provide adequate notification of absence without good cause will result in disciplinary action.

The Directors handle all staff scheduling for Le Petit Elephant. Staff should contact them for:

Time Off Requests

- To be submitted, in HUB, at least (2) weeks in advance (or more, to improve the probability of approval). Requests will be returned with a response within 48 hours if possible.

Sick/Emergency Call-In

- To facilitate scheduling, call/text the Director or school phone the night before if feeling unwell, as late as 10:00 pm. If you become ill in the morning before work, call/text 5:30am- 6:30am the same day. Do not wait until arriving at work to say you need to leave. You must receive confirmation of text/call/voicemail receipt from the Director. If you do not hear back from the Director, assume your message was not received and you need to show up to work.

- Direct personal contact with your scheduling Director is required. It is not acceptable to just leave a message. Be sure you have the Directors' phone numbers with you at all times!

SICK LEAVE/ PAID TIME OFF (PTO)

California Law AB 1522 requires all employers with at least one employee in California to allow their employees to accrue sick leave at a rate of at least one hour for every 30 hours worked. Employees are entitled to paid sick leave if they work at least 30 days in one year from their date of hire and can begin using accrued sick leave beginning on the 90th day of employment. An employee must work at least 30 days in each successive year of employment to continue accruing sick leave.

Employees may use sick leave for the diagnosis, care or preventative care, or treatment of an existing health condition of the employee or the employee's "family member," which includes a parent, parent-in-law, child, spouse, registered domestic partner, sibling, grandchild, or grandparent. Employees may also use sick leave for a variety of reasons, such as for being a victim of domestic violence, sexual assault, or stalking.

At LPE, accumulation of sick leave for hourly employees begin on first day of employment and is computed to the nearest full month of employment. No sick time is provided for temporary employees. Hourly employees must work at least 90 days before any paid sick time may be taken. The date used in determining paid sick time, is the 1st day or the 16th day of the month immediately following the date the employee reports for duty.

Sick/PTO must be scheduled at least 2 weeks in advance with a Director, who will consider the needs of Le Petit Elephant, ease of substitution, amount of time off requested, recent history of time off, whether or not another staff has already been granted that day off, and the employee's wishes before making a decision. Only earned sick time shall be granted with pay.

Time missed from work will be deducted from accumulated Sick Leave. Sick Leave cannot be taken in excess of actual Sick Leave earned. In the following paragraphs, a Sick Leave "day" is equal to the number of hours in an employee's regular work day. Earned "Days Off" or PTO may be used as paid vacation, personal, or sick leave. PTO can be gifted at the company's discretion.

LPE staff can choose to take scheduled time off without using their Sick/PTO. Unpaid time off is limited to 5 days/40 hours per year. After staff have taken 5 days unpaid time off, any subsequent time off will require use of sick/PTO and will still be subject to approval.

Sick leave will not be paid out upon termination, but any gifted PTO hours will be paid out upon termination.

7.9 Life Insurance

Le Petit Elephant Nursery and Preschool offers life insurance to all regular full-time staff members upon commencement of employment with the Company via AFLAC. You will be required to notify the benefits administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

7.10 Regular Full-Time Personnel

Regular full-time staff members are those who have completed their 90 day introductory period and are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to staff members at Le Petit Elephant Nursery and Preschool are for regular full-time staff members only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

7.11 Regular Part-Time Personnel

All staff members who work fewer than 30 hours per week are considered part time. Part-time staff members are not eligible for Le Petit Elephant Nursery and Preschool benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

7.12 Sick Pay

Le Petit Elephant Nursery and Preschool allows its regular full-time staff members who have completed their introductory period 69 hours of sick time per calendar year. Notify your Direct Supervisor as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your Direct Supervisor in advance. In those situations, provide notification of your circumstances as soon as possible. You may also be requested to provide a certificate of illness to your Direct Supervisor.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Staff members may carry over up to 48 hours of unused sick leave annually.

7.13 Temporary Personnel

Temporary staff members are hired for a specific period or specific work project, not to exceed 6 months in duration. Le Petit Elephant Nursery and Preschool reserves the right to extend the duration of temporary employment where necessary. Temporary staff members are not eligible for benefits unless specified otherwise in this handbook or in the benefit plan summaries, or specifically permitted by law.

7.14 Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by Le Petit Elephant Nursery and Preschool and provides temporary income for staff members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

7.15 Vision Care Insurance

All regular full-time staff members who have completed 90 days of employment at Le Petit Elephant Nursery and Preschool are eligible for the Company vision care plan through California Choice. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

7.16 Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Le Petit Elephant Nursery and Preschool, no matter how slightly, you are to report the incident immediately to your Direct Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Direct Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.17 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Le Petit Elephant Nursery and Preschool staff members and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Kerry Knight to learn more about your COBRA rights.

7.18 Military Leave (USERRA)

Le Petit Elephant Nursery and Preschool complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Kerry Knight. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Direct Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Kerry Knight.

8.0 Safety and Loss Prevention

8.1 Child Abuse and Neglect

CHILD ABUSE AND NEGLECT

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at Le Petit Elephant.

It is Le Petit Elephant's goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced.

Children at Le Petit Elephant should expect to be treated with kindness, concern, and respect at all times. Any employee who exhibits unprofessional behavior that could be constructed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or physical discipline is considered abuse.

Any person who has information about behavior that may reasonably be characterized as known as suspected child abuse or neglect shall make a report to the Director and to appropriate authorities, as required by law. Allegations of abuse shall be reported to parents and investigated. Please see Reported Abuse/Mandated Reporters section of Handbook.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director.

8.2 Fire/Emergency Evacuation Procedures

FIRE/EMERGENCY EVACUATION PROCEDURES

All exits within the building are clearly labeled. Emergency Escape routes are placed in each room by doorways. The fire extinguisher is available in the hallway, and is always kept up to date. Evacuation cribs are readily available for an easy exit for infants.

The meeting place for all staff members and children within the facility is located in the front parking lot of the church building. During an emergency it is important that teachers ensure all children are safe and accounted for. In the event of an emergency all parents will be informed by phone, email, Facebook, and Brightwheel. If the parents cannot be reached, Le Petit Elephant will try alternative persons on the Authorized Emergency Contact List. Depending on the type of emergency, children may be asked to evacuate the building's premises, in which case a parent will need to pick up the child immediately from an emergency pick up location. All children will be transported to an area deemed a safe-zone by emergency personnel (police, fire, ambulance). Injured children may be taken in Ambulances to our local hospital. Permission to travel to safe locations is given through authorization forms signed by parents upon enrollment and acceptance into our programs. Our facility is minutes away from Napa Fire Department, Napa Police Department, as well as the Napa Outlets that allow us to be accessible to extra care and help if needed.

Fire and Evacuation Procedures are practiced regularly, at least once a quarter by all staff members and children within our facility. Evacuation drills are not scheduled, and are conducted at random to ensure all people within the building are safe in an emergency.

All staff members are expected to remain within the building and wait till all children have been picked up by the appropriate people and should close their classroom as usual unless permission to leave is granted by the director.

8.3 Reporting Abuse/Mandated Reporters

REPORTING ABUSE / MANDATED REPORTERS

1. Teachers and teacher's assistants are Mandated Reporters and are required by law to report suspected abuse or neglect.
2. Call one of the Directors and advise her of the situation.
3. Call Social Services and /or Police Department and report suspected abuse/neglect.
4. Social Services and/or the Police Department will determine the next course of action.
5. Log all information with a detailed account of the conversations with the child, and the social service caseworker/police officer. Be factual, not judgmental.

6. Complete an incident report and turn to the Executive Director, Kerry Knight.

8.4 Business Closure and Emergencies

Le Petit Elephant Nursery and Preschool recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the Company may close include, but are not limited to, power outage, flooding, blizzard conditions, poor air quality (above 150 AQI), wildfires, disease outbreak, etc.

Notification

In an emergency, the Company will make every effort to notify you of the closing by phone/email/Facebook LPE Ladies! page. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Company is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Company is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Company may decide to close mid-day. When the Company closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise or if the Company decides otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the Company during the closure on the same basis as if you were still working.

Extending Leave

When the Company closure ends, you are expected to report to work. Contact your Direct Supervisor if you cannot return to work at the end of the closure. The Company recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. The Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Direct Supervisor, by any method possible.

Time missed under circumstances where the Company remains open and you are unable to report to work is to be used as sick time, personal time, or is unpaid.

8.5 General Safety Policy

It is the responsibility of all Le Petit Elephant Nursery and Preschool staff members to maintain a healthy and safe work environment, including common areas, classrooms, bathrooms, playgrounds, hallways, breezeways, parking lot, etc. Report all safety hazards and occupational illnesses or injuries to your Direct Supervisor as soon as reasonably possible and complete an occupational illness or injury form as needed. Administer first aid to children as needed and report all child injuries to the administration. Failure to follow the Company health and safety rules may result in disciplinary action, up to and including termination of employment.

8.6 Policy Against Workplace Violence

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of Le Petit Elephant Nursery and Preschool, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Direct Supervisor, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Milli Pintacsi.

8.7 Drug-Free Workplace

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Company must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

The Company, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any staff members convicted of a criminal drug statute violation occurring in the workplace must notify their Direct Supervisor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Company must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Company, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Company, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

The Company will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Le Petit Elephant Nursery and Preschool staff members are required to protect the confidentiality of Company proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management. If you have information that leads you to suspect that staff members or competitors are obtaining such information, you are required to inform your Direct Supervisor or Milli Pintacsi.

Violation of this policy may result in discipline or termination, and may subject the violator to civil liability.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Le Petit Elephant Nursery and Preschool strives to provide the best services possible to the children in our care and their families. Our students and families support this business and generate your wages. You are expected to treat every child, parent, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a child, parent, or visitor, notify your Direct Supervisor immediately. If a student, parent, or visitor voices a suggestion, complaint, or concern regarding our services, inform your Direct Supervisor or a member of management. Lastly, make every effort to be prompt in following up on parent/family or visitor requests or questions. Positive student, family, and visitor

relations will go a long way to establishing our Company as a leader in its field.

When a family visits your classroom for a tour, each staff member is expected to make eye contact, smile, greet the family and the child, and offer information or offer to answer any questions they may have. Their first impression of you and your classroom is the most important, so be sure to present yourself with professionalism and friendliness.

10.2 Products and Services Knowledge

As a representative of Le Petit Elephant Nursery and Preschool, you are expected to be familiar with all of the services we offer. Take every opportunity to learn our tuition rates, information about Date Nights, late fees, and the interrelationship between the infant and preschool sides of the Company. We consider our staff members to be the best reflection of our business brand and company success.

California Policies

Introductory Language and Policies

Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Le Petit Elephant Nursery and Preschool policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

Hiring and Orientation Policies

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

Le Petit Elephant Nursery and Preschool will provide reasonable accommodations to victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on the Company.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or work station, or installed lock.
- Assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking.
- Referral to a victim assistance organization.

Upon receiving a request, the Company will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify the Company that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement that certifies that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, or stalking, such as:

- A police report showing that you were the victim of domestic violence, sexual assault, or stalking.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from domestic violence or sexual assault.

Unpaid Leave

The Company will also provide victims of domestic violence, sexual assault, or stalking with unpaid leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective-bargaining agreement that states otherwise.

Notice

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advanced notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that the you were a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from victimization of an act of domestic violence, sexual assault, or stalking.

Confidentiality

The Company will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

The Company will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting or obtaining leave or a reasonable accommodation in accordance with this policy.

Disability Accommodation

Le Petit Elephant Nursery and Preschool complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Direct Supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against staff members for requesting an accommodation.

Drug and Alcohol Rehabilitation Accommodation

Le Petit Elephant Nursery and Preschool will reasonably accommodate staff members who wish to voluntarily participate in an alcohol or drug rehabilitation program, provided that the accommodation will not impose an undue hardship on the Company.

A reasonable accommodation may include unpaid time off. If you have a serious health condition and are otherwise eligible, time off for alcohol and/or drug rehabilitation may also be covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). If so, the Company will request approval and medical certification as it would for FMLA and CFRA leave requests, and the leaves will run concurrently. You may use accrued sick days, if any, for all or part of the time spent in entering or participating in a rehabilitation program.

The Company may discharge or refuse to hire an individual because of their current use of alcohol and/or drugs, because they are unable to perform their duties, or because they cannot perform their duties in a manner that would not endanger their own or another's health and safety.

Requests to participate in a rehabilitation program will be kept confidential. Direct all requests to participate in a rehabilitation program to Kerry Knight.

The Company will not retaliate against staff members who request or obtain an accommodation in accordance with this policy.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Le Petit Elephant Nursery and Preschool is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective and remedial action, if and where warranted. The Company prohibits retaliation against any staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Direct Supervisor or any other designated member of management.

Policy Against Workplace Harassment

Le Petit Elephant Nursery and Preschool has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, applicants, unpaid interns, volunteers, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Kerry Knight, Executive Director, 707-775-8017, Admin@LPEnapa.com or any member of management.

The Company prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Company begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the Company will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Company will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are

directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, staff members may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Religious Accommodation

Le Petit Elephant Nursery and Preschool is dedicated to treating its staff members equally and with respect and recognizes the diversity of their religious beliefs. All staff members, unpaid interns, and volunteers may request an accommodation when their religious beliefs cause a deviation from the Company dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other staff members — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with your Direct Supervisor.

Wage and Hour Policies

Accommodations for Nursing Mothers

Le Petit Elephant Nursery and Preschool will provide nursing mothers reasonable break time to express milk for their infant child(ren).

If you need breaks to express milk, you may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the break time will be unpaid if you are a nonexempt employee.

If you are nursing, the Company will make reasonable efforts to provide you a private room in close proximity to your work area, other than a restroom, to express breast milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in staff room refrigerator, refrigerators provided in the classroom, or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator.

You are encouraged to discuss the length and frequency of these breaks with your Direct Supervisor.

Meal and Rest Periods Policy

Le Petit Elephant Nursery and Preschool strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your Direct Supervisor regarding procedures and schedules for meal and rest periods.

The Company requests that staff members observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your Direct Supervisor know; in addition, notify your Direct Supervisor as soon as possible if you were unable to take or were prohibited from taking an uninterrupted scheduled meal or rest period.

Meal and rest periods are intended to provide staff members with an opportunity to be away from work, and staff members are not permitted to perform any work during meal and rest periods.

Meal Periods

If you are nonexempt and work more than five hours in a workday, you will be provided an unpaid, uninterrupted 30-minute or 1 hour meal period no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system HUB. If you work fewer than six hours in a work day, you may mutually agree with your Direct Supervisor to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted 30-minute or 1 hour meal period no later than the end of your tenth hour of work. Depending on your occupation, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your Direct Supervisor to waive the second meal period.

See your Direct Supervisor for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid, 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10 minutes of uninterrupted rest time for every four hours of work, or major portion of each four hours worked. Accordingly, if you work:

- Less than three and a half hours, you are not entitled to a rest period.
- Three and a half to six hours, you are entitled to a 10-minute rest period.
- Six to 10 hours, you are entitled to two 10-minute rest periods.
- Ten to 14 hours, you are entitled to three 10-minute rest periods.

Rest periods are to be taken in the middle of the four-hour work period when possible. Rest periods should not be combined or added to meal periods or used to start work later or end work early.

One Day Rest in Seven

In accordance with California law, nonexempt staff members are generally permitted, on average, one day of rest for every seven days of work depending upon scheduling and business needs as well as availability and interest in additional hours of work.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing or verbally, by your Direct Supervisor.

At certain times Le Petit Elephant Nursery and Preschool may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.

- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

All employees are paid twice per month on the 5th and 20th for the pay period that ends on the 15th and last day of the month respectively. If a payday falls on a weekend or holiday, you normally will be paid on the last business day before the weekend or holiday.

Review your paycheck for accuracy and report any concerns to your Direct Supervisor immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

Reporting Time Pay

Le Petit Elephant Nursery and Preschool provides reporting time pay to nonexempt staff members in all circumstances required by applicable law, including when you report to work for your scheduled shift but are asked to work, or are given, less than half of the hours you were scheduled to work. Reporting time pay may also be available for staff members who are asked to call in or verify whether they will be required to work through online resources. Reporting time pay will be paid at your regular rate of pay. Reporting time pay for hours not actually worked is not counted for purposes of determining overtime.

Reporting time pay is not provided under certain circumstances, including, but not limited to:

1. When Company operations cannot begin or continue due to threats to staff members or property, or when civil authorities recommend that work not begin or continue.
2. When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system.
3. When the interruption of work is caused by an "act of God" or other cause outside of the employer's control, such as an earthquake.

Speak with your Direct Supervisor for more information regarding reporting time pay.

Wage Disclosure Protection

In accordance with California law, Le Petit Elephant Nursery and Preschool will not:

- Prohibit you from:
 - Disclosing your own wages;
 - Discussing the wages of others; or
 - Inquiring about another's wages.
- Require you to sign a waiver or other document that proposes to deny you the right to disclose the amount of your wages.
- Discharge, formally discipline, or otherwise discriminate or retaliate against you for disclosing the amount of your wages.

However, if you have access to or knowledge of the private compensation information of other staff members as a part of your role and essential job functions, you may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge;
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company; or
- Consistent with the legal duty of the Company to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to Kerry Knight or Milli Pintacsi.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against staff members regarding their rights under the National Labor Relations Act.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of Le Petit Elephant Nursery and Preschool policies, procedures or your Employment Agreement may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Direct Supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

General Policies

Access to Personnel and Medical Records Files

Le Petit Elephant Nursery and Preschool maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. All staff members have the right to inspect and receive a copy of their personnel records. The Company will make such records available for inspection and/or to receive a copy within 30 calendar days of a written request. Payroll records will be made available to inspect or receive a copy within 21 calendar days of a verbal or written request.

All requests by an outside party for information contained in your personnel file will be directed to the Executive Director, which is the only department manager authorized to give out such information.

Whistleblower Policy

When staff members notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, those staff members are protected from retaliation. As such, Le Petit Elephant Nursery and Preschool has a strict policy that prohibits retaliation against staff members who make such reports while employed in any form of employment. The Company also does not permit retaliation against staff members who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the Company, we encourage you to report it immediately to your Direct Supervisor or to the Founder/CEO. Alternatively, you may contact the California State Attorney

General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

Benefits

Bone Marrow and Organ Donor Leave

Le Petit Elephant Nursery and Preschool provides staff members, who have been employed with the Company for at least 90 days, with paid leave for the purpose of donating organs or bone marrow. When donating an organ to another person, you may take up to 30 business days in any one-year period; and when donating bone marrow, you may take up to five business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation. While this leave is paid, you must first use 10 days accrued sick or vacation time when donating an organ, or five days accrued sick or vacation time when donating bone marrow. Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with FMLA or CFRA leave.

Under most circumstances, upon return from leave under this policy you will be reinstated to the same or equivalent position; however, you will have no greater right to reinstatement than if you had been continuously employed during the leave. For example, if you would have been laid off had you not gone on leave, or if your position is eliminated during the leave, then you will not be entitled to reinstatement.

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Crime Victim Leave

Le Petit Elephant Nursery and Preschool provides staff members who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation or personal holiday.

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible staff members with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Le Petit Elephant Nursery and Preschool will be notified that you have submitted a disability insurance claim.

Health Insurance

Le Petit Elephant Nursery and Preschool provides its regular full-time staff members who have completed 60 days of employment with health insurance via California Choice, and pays 50% of the Kaiser Silver base plan. You have the option of dependent coverage at your own expense. Medical plan benefits for eligible staff members and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all eligible staff members. These benefits may be canceled or changed at the discretion of the Company, unless otherwise required by law.

FMLA, CFRA, PDL Subpolicy: Health benefits during Family and Medical Leave Act (FMLA) leave, California Family Rights Act (CFRA) leave, and California Pregnancy Disability Leave (PDL) are maintained by the Company on the same terms as if you continued to work. You must make arrangements to pay your share of the health insurance premium on a monthly basis to maintain insurance coverage. Contact the [Payroll Department] to determine the amount of your contribution. The obligation of Company to maintain health benefits stops when:

- An employee informs the Company of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due.

Employee will begin medical benefit deductions one pay period prior to the effective date of their medical benefits commencing. The Company will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

COBRA Subpolicy: If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Company will mail you information about your COBRA rights.

Jury Duty Leave

Le Petit Elephant Nursery and Preschool encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Direct Supervisor as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/sick time in place of unpaid leave.

The Company reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

Le Petit Elephant Nursery and Preschool provides staff members who are victims of domestic violence, sexual assault, or stalking with unpaid leave to:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advanced notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that the you were a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from victimization of an act of domestic violence, sexual assault, or stalking.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective-bargaining agreement that states otherwise.

Leave under this policy will run concurrently with other types of leave where permitted under applicable law.

The Company will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

The Company will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting or obtaining leave in accordance with this policy.

Military Spouse Leave Policy

Le Petit Elephant Nursery and Preschool provides up to 10 days of job-protected, unpaid leave to staff members who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify your Direct Supervisor of your need for leave within two business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

The Company will not discriminate or retaliate against staff members who request or take leave in accordance with this policy.

New Parent Leave

If eligible, Le Petit Elephant Nursery and Preschool will provide you with up to 12 weeks of unpaid parental leave to bond with a new child within one year of the child's birth, adoption, or foster care placement.

Eligibility

To be eligible for parental leave, you must meet the following requirements:

- As of the date leave begins, you must be employed with the Company for at least 12 months and for 1,250 hours during the previous 12 months.
- You must work at a worksite where the Company employs at least 20 staff members within a 75-mile radius.

Notice Requirements

If the need for leave is foreseeable because of an expected birth, adoption, or placement, you must provide at least 30 days' written notice. If 30 days' notice is not practicable due to a premature birth, unexpected adoption, or unexpected foster placement, provide notice as soon as possible.

Usage

The minimum duration of parental leave is two weeks, and you must conclude any approved new parent leave within one year of the birth or placement for adoption or foster care.

In cases where both parents are employed by the Company and are eligible for leave, the maximum amount of total leave for both parents is 12 weeks. The Company may, but is not required to, grant simultaneous leave to both parents.

While on parental leave, staff members will be allowed to utilize accrued vacation pay, paid sick time, or any other accrued paid time off.

Benefits

The Company will maintain your group health insurance coverage during the leave period under the same terms and conditions that would have applied had the leave not been taken. If you fail to return to work after leave, the Company may seek to recover any premiums paid for maintaining coverage by deducting the amount from your final wages, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond your control.

Reinstatement

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

Retaliation

The Company will not discharge or otherwise discriminate against staff members who request or take leave in accordance with this policy.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible staff members with up to six weeks of partial wage replacement in any 12-month period to take time off from work to bond with a new child (either by birth, adoption, or foster care placement) or to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner). The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of

absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Paid Sick Leave (Accrual Method)

In accordance with California's Healthy Workplaces, Healthy Families Act, Le Petit Elephant Nursery and Preschool provides all eligible staff members with paid sick leave benefits. Paid sick leave may be used:

- For the diagnosis, care, or treatment of an existing health condition or preventive care for you or your family member (a child, your own or your spouse/registered domestic partner's parent or legal guardian, a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling).
- For victims of domestic violence, sexual assault, or stalking to seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure the health, safety, or welfare of the victim or the victim's child.

Eligibility

All staff members who have worked in California for at least 30 days within a year after beginning employment are entitled to earn paid sick leave.

Accrual and Usage

Eligible staff members begin to accrue paid sick leave upon employment at a rate of one hour for every 30 hours worked and may begin using accrued leave on the 90th day of employment.

You may not use more sick leave than you have accrued or receive an advance of sick leave that has not yet been accrued.

You may only use up to 69 of your available earned paid sick leave per leave year. For purposes of this policy, **leave year** means calendar year.

Paid sick leave may be taken in no less than two-hour increments.

Earned but unused sick leave will carry over to the following leave year up to a maximum of 48 hours (six days). The Company will not compensate staff members for earned but unused paid sick leave at separation of employment. However, the Company will reinstate any previously accrued and unused paid sick leave for staff members who separate from the Company and are rehired within one year from the date of separation.

Notice

If your need for leave is foreseeable, provide your Direct Supervisor with as much advance notice as possible. We recognize that there may be occasions, such as sudden illness, when advance notice is not possible; in those situations, inform your Direct Supervisor of the circumstances as soon as practicable. You may also be asked to provide a certification of illness to your Direct Supervisor.

Interaction with Other Leave

Paid sick leave will run concurrently with other types of leave where permitted under applicable law.

Retaliation

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Paid Time Off (PTO) Policy

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate PTO equivalent to one day's worth of hours worked per year as outlined on page 34 and it is up to you to allocate how you will use it — for vacation, illness, caring for children, school activities, medical/dental appointments, personal business, or emergencies. Le Petit Elephant Nursery and Preschool may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, when permissible according to state and federal law. The amount of PTO earned will depend on your length of service with the Company.

PTO does not replace our holiday schedule. We will continue to have designated paid holidays each year.

Eligibility

You are eligible to receive PTO if you are a regularly scheduled to work at least 30 hours per week.

The amount of PTO you accrue each year is based on your length of service and accrues according to the accrual schedule determined by the Company. PTO is accrued as you work. You will not accrue PTO time while you are taking time off for any reason.

Maximum Accrual

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accrue. Once you reach your cap, you will not accrue any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one and one half times your annual PTO accrual rate.

The amount of PTO accrued, used, and available will appear on your paycheck stub.

Termination

You will be paid for all accrued and unused PTO when you leave the Company.

Using Your PTO

The minimum amount of PTO you can use at one time is one hour.

Notice and Scheduling

You are required to provide your Direct Supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your Direct Supervisor to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot provide advance notice. In those situations, inform your Direct Supervisor of your circumstances as soon as possible.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, Le Petit Elephant Nursery and Preschool will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.

- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, staff members who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your Direct Supervisor about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your Direct Supervisor and return the completed form to Kerry Knight. If the need for leave is unforeseeable and you will be absent more than three days, contact Kerry Knight by email or telephone (not text) and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available PTO/vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of Company, you may also be required to obtain a second and third certification from another health care provider at Company expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Company. All staff members who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Health Insurance

The Company will maintain your health insurance coverage during leave as if you were still working. You must continue to make timely payments of your share of the premiums. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The Company will not retaliate against staff members who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, Le Petit Elephant Nursery and Preschool will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Direct Supervisor, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give Le Petit Elephant Nursery and Preschool reasonable advance notice and provided that the Company can accommodate your time off with a substitute to replace you.

Safety and Loss Prevention

Drug and Alcohol Policy

Le Petit Elephant Nursery and Preschool is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws) [[, including marijuana,]] while on the job may pose a serious health and safety risk to others, which will not be tolerated.

Prohibited Conduct

The Company expressly prohibits staff members from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal [and/or recreational] uses, it remains an illegal drug under federal law and its use, as it impacts the workplace, is prohibited by Company policy. The Company does not discriminate against staff members solely on the basis of their off-duty use of medical marijuana in compliance with [[list state(s)]] medical marijuana law. You may not consume or be under the influence of marijuana while on duty or at work, even if you have a valid prescription for medical marijuana.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Direct Supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

A violation of this policy may result in disciplinary action, up to and including termination of employment.

Heat Illness Prevention

Le Petit Elephant Nursery and Preschool is committed to complying with all applicable laws and ensuring that staff members avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All staff members who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that staff members working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the shade.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

The Company provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

The Company has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your Direct Supervisor if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Company can respond with medical attention, as appropriate.

The Company will not discriminate or retaliate against staff members who take preventative cool-down rest periods in accordance with this policy.

Nonsmoking Policy

Le Petit Elephant Nursery and Preschool is concerned about the effect that smoking and secondhand smoke inhalation can have on its staff members and students/families. Smoking anywhere on Le Petit Elephant's school campus is strictly prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, philosophy, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Milli Pintacsi, Founder/CEO

Le Petit Elephant Nursery and Preschool

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Le Petit Elephant Nursery and Preschool Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Founder/CEO of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or effect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that this handbook in conjunction with the Employment Agreement, presented by a Company representative, is intended to create an annual teaching contract of employment. I further understand that I have a written employment agreement signed by an authorized Company representative.

I understand that if I am covered by a written employment agreement (signed by an authorized Company representative) that conflicts with the terms of this handbook, I understand that the terms of the employment agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Le Petit Elephant Nursery and Preschool.

If I have any questions about the content or interpretation of this handbook, I will contact Kerry Knight or Milli Pintacsi.

Signature

Date

Print Name

Travel During Covid19 Handbook Addendum

August 2020

You are strongly encouraged to avoid travel that requires mass transportation (airplanes, trains, buses, etc) as well as travel to areas with high COVID-19 infection rates. The Company will enforce all travel restrictions, as well as guidance, provided by the federal, state, or local governments. The Company will also conduct its own analysis of travel risks.

If you choose to travel using mass transit or to travel to areas with high COVID-19 infections rates (as determined by management), you may be required to quarantine for 14 days upon return. This does not apply to use of mass transit for your usual work commute.

Providing inaccurate information or omitting information about your travel or intended or actual use of time off will result in discipline, up to and including termination.

Notification of Travel

You are required to notify Management if you will be traveling to another state, even if you are not requesting time off to do so.

Requesting Time Off

When requesting time off, you must indicate where you will be during your time off and how you will be getting there. While we dislike that this level of detail is necessary, keeping the workplace safe is our highest priority as well as a legal requirement. If your plans change after your time off has been requested or approved, you must inform your manager as soon as possible.

Time Off for Travel

Employees will not be granted time off for high-risk travel (as determined by management) or for quarantine periods necessitated by travel, unless the travel is for a purpose protected by a leave law (e.g., FFCRA or FMLA) or other extenuating circumstances apply. Requests will be evaluated on a case-by-case basis and may require documentation.

If leave is granted and the purpose of the travel or the quarantine period afterward is covered by Emergency Paid Sick Leave (EPSL) under the FFCRA or a state or local sick leave law, you may use that time, if available. Be aware that the uses of these leaves for quarantine are limited; you should not assume that simple advice or guidance to quarantine—even from the state—will qualify for EPSL. Voluntary self-quarantine or quarantine required by the Company does not qualify for EPSL and will not be paid by the Company. If you have questions, please contact Kerry or Milli.

Social Distancing

As an employee of Le Petit Elephant, in order to help reduce the risk of exposure to Covid19 in the workplace to the infants/children in our care and their families, as well as your co-workers and their families, you are strongly encouraged to avoid social gatherings in any groups outside of your immediate household unit. This includes social parties, dining in restaurants, visiting wineries, etc. If there is an essential need for you to engage in a social gathering, we ask that you inform the Company of this as soon as possible prior to the event (or as soon as possible after). In this case, you and all members of your household accompanying you are expected to wear a mask, maintain 6 feet of distance from others, wash hands with warm soapy water for 20 seconds minimum after contact with any potentially contaminated surfaces and follow all CDC recommended physical distancing and safety protocols. We are attempting to successfully keep Covid19 out of our buildings and out of your workplace for your safety and for the safety of those you work with.

Stay close to home and stay safe everyone!

Acknowledged and agreed:

Print Name

Signature

Date