



Employee Handbook

My Time Kids Academy welcomes you and is proud to have you as a member of our team. This handbook provides information about My Time Kids Academy employment expectations, policies, and procedures. If you find that you have questions or need clarification, please feel free to ask administrators.

By choosing My Time, you are most likely an individual who cares tremendously about the successful growth and development of children. We are so excited to have a team built of caring, nurturing, fun-loving, and inspiring professionals committed to making a difference in the lives of children and their families.

OUR PHILOSOPHY

My Time is a place where children can simply be children— a place where self-esteem, imagination, self-awareness, and social bonds are formed. My Time curriculum was specially designed to stimulate a child's innate desire to move, explore, create, and learn while having fun in the process!

POLICIES AND PROCEDURES

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, **it is imperative that you keep sensitive information confidential**. Any information about children or their families must be shared on a **"Need to Know"** basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places such as the lobby, office, kitchen area or hallway. This includes off premise discussions and/ or conversations.

SCHEDULES

Hours of work are subject to change to meet the needs of our families and school. Schedules are set at the time of employment with agreements signed by administration and employee. Seasonal schedules will be sent via email and text to the employees and/or contractors. **Excessive tardiness and absences will be addressed and could possibly be grounds for termination. It is important to understand that we are a small staff and when we become short of staff, it is not only stressful on the other staff members but effects the safety and well-being of children as well. Classrooms must be set up the day before to ensure a smooth morning and in the event of an unexpected absence.**

ABSENCES/ COVERAGE

Absences due to illness, children's illness, or family emergencies must be called in immediately. All staff are responsible for finding their own substitute/ coverage. Once a substitute has been secured, staff must communicate coverage to directors and send lesson plans to the substitute and CC administration. It is preferred that staff schedule personal appointments before or after school hours for coverage purposes. **Excessive absences will be addressed by the director and/or administration and are subject to performance improvement plans and potential termination.**

Requests for days off must be submitted in writing via email **a minimum of two weeks** in advance for approval. Staff should record the coverage plan on the payroll clipboard in the office. Conversations about future time off is not a formal request for time off. In the event coverage cannot be arranged, staff must alert administrators 4 days prior to the day in need. Requests for days off at the last minute are discouraged but will be honored only when adequate coverage is available.

Without a doubt, working in a childcare environment can sometimes be very stressful. Please let us know if a situation arises where time is needed to regroup. We strive to be sensitive to your needs and will try to make arrangements if time is needed.

DEFINITION OF FULL-TIME, PART-TIME STAFF & CONTRACTORS

- Full-time staff: year-round staff member (academic year + summer sessions) working 33 hours or more per week.
- Part-time staff: staff member working less than 33 hours per week, year-round or seasonally.
- Independent Contractor: providing a service, not employed by MTKA, completes 1099 tax form, ie Specials class

PAID PERSONAL DAYS (PPD*)

Academic school year & year-round staff are granted PPD in alignment with the number of days scheduled per school week. These days can be scheduled in advance according to the coverage policy listed above. PPD days may also be used retro actively within the same pay period as an illness/ absence. PPD days requested must be noted on the payroll clipboard in the office. PPD days may be taken as a full or half day. PPD days requested must be noted on the payroll clipboard in the office. See below:

5-day/wk staff= 5 PPD days 4-day/wk staff= 4 PPD days 3-day/wk staff= 3 PPD days 2-day/wk staff= 2 PPD days

*PPD does not apply to contractors or seasonal staff.

TIME KEEPING and PAYROLL

Paychecks are processed on a bi-weekly schedule via direct deposit (business check for independent contractors- invoice required). Payroll dates schedule available in the office. The approved workday is considered 8:15am- 2:30pm (6.25hrs/ day) unless scheduled for Extended Care times. Report hours by clocking in/ out on the Brightwheel App. Clocking in early without authorization is not permitted. All staff should be clocked out by 2:30p unless working AfteCare or approved by admin. Accurate recording of time worked is the responsibility of every employee or independent contractor. Any errors in the recording of hours worked, should be noted with name, date, and correct times on the payroll clipboard in the office.

Lead teacher planning pay is compensated up to 2 hours for M-F teachers in a pay period. Classrooms with teachers splitting planning pay will max at 2 hours per pay period per teacher. Co-teachers will split the planning hours based on percentage of individual responsibilities. During high volume times of the year extra planning hours will be approved by admin, not to exceed 4 hours per classroom, per pay period. Planning pay does not apply to hourly specials/ extra-curricular classes. Planning time is available each school day during specials class time. **Any hours exceeding this must be approved by administration.**

Compensation for trainings, conferences and professional development~

Compensation when duties do not include classroom responsibilities such as supervision of children, lesson planning and teaching.

- Training Weeks/ Days to include Fall & Summer staff training, as well as professional development days through the school year. Set number of hours per training.
- Approved individual trainings (online): Please seek approval from admin prior to registering for trainings that have a fee associated with them. Staff must provide a receipt to admin for reimbursement if a fee is charged for registration or in order to receive the certificate of completion.
- Early Childhood/ Educator Conferences: Conference fees are paid by MTKA as well as certain meals while attending the conference/ professional development event. Staff will be paid for the time spent in learning sessions. The employee is to submit the conference schedule and certificates obtained as documentation of the time spent in learning sessions. This rate is \$75/day. Should conferences require out of town stay, MTK will determine the budget.

OVERTIME

Over-time is only permissible with authorization from a director. Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) the regular hourly wage for all time worked more than forty (40) hours each week, unless otherwise required by law. The approved workday is 8:15a-2:30p- unless scheduled for aftercare.

Overtime must be approved by administration.

PERFORMANCE REVIEW

My Time endeavors to review your performance annually. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management. In addition to these formal performance evaluations, My Time Kids Academy encourages you and your director to discuss your job performance on a frequent and ongoing basis.

PERSONAL APPEARANCE/ DRESS CODE

Employee appearance presents professionalism to parents, children, as well as to our visitors and guests. All My Time Kids employees and contractors should wear business casual style clothing that is conducive to working with children and ensure safety of staff and students. Employees with concerns about specific expectations should discuss it with their director for clarification.

All clothing should be of appropriate length, be odor & stain free, wrinkle/ crinkle free, without holes/ rips/ tears (intentional or not), and free of commercial advertising or inappropriate messages. Bottoms should be appropriate length and not revealing when sitting/standing or bending over. Revealing or skin-tight attire is not permitted. Special water events and outdoor events may require more athletic attire but should not be revealing and without unapproved print.

Hair should be clean, brushed, and neatly styled daily. During gymnastics and vigorous activities hair should be pulled away from your face. Naturally occurring color tones/ hues and or solid shades are acceptable. Employees with concerns about specific expectations should discuss it with their director for clarification.

Make-up should be professional and conservative if worn. MTKA does not require make-up to be worn.

Hands and nails should be clean and well kept. Excessively long nails pose a health and safety hazard when working with children.

Tattoos that contain offensive words, messages, slogans or pictures including but not limited to those displaying nudity, sexual acts, discrimination of gender, race, religion, disability, or national origin and/or may be perceived to be demonic or gang related shall be covered at all times and remain completely not visible while on campus or participating in any school event.

Administration is expected to inform employees when there is a concern regarding an employee's personal appearance. Direct contradiction of MTKA dress code expectations should be corrected before working with children or interacting with parents/ guests.

Approved Tops: Blouses, MTKA t-shirts, or Preschool appropriate themed shirts (pics or phrases of curriculum themes, kindness, holidays, teaching) Sweatshirts/ hoodies that do not comply with the above lists are not to be worn at school.

Approved Bottoms: Pants, jeans, approved leggings or nice casual shorts -all of appropriate length and style listed above. Sweatpants style pants should not be worn at school. Solid colored leggings are permitted if worn with a long sweater, dress or tunic that covers rear end and groin area.

Approved Shoes: Closed-toe shoes or sandals secured with a strap. Foam beach-style "Flip-flop" type shoes are not permitted for safety reasons. Socks should be worn in the gym by all adults. All footwear is expected to be appropriate to the employee's expected responsibilities. Shoes must be appropriate for the work situation and adhere to safety standards. Shoes are to be neat, clean and in good repair.

Approved Jewelry: All jewelry types should not interfere with job performance as well as personal or student safety. Jewelry can present a safety hazard to staff & children, especially when spotting gymnastics. Earrings/ piercings should be small, conservative (no hoops for gymnastics), and secure. This prevents children from grabbing/ pulling loose/ ripping items or becoming snagged on clothing causing harm. Jewelry or ornamentation of any kind that is inserted, attached to, or through the skin of the tongue or any part of the mouth and cheeks should be removed while on campus or at school events.

- Ears: 3 sets of reasonably sized earrings may be worn in each ear. Earrings should be less than 1.5 inches in length for safety reasons.
- Other piercings: A single stud or minimally sized ring, that does not dangle, may be displayed in the nose or eyebrow if it does not exceed ¼ inch in size. Piercings that connect with chains from one piercing to the next are prohibited as they pose a safety concern for staff when working with children.

CLEANLINESS of CAMPUS

Like personal appearance, the cleanliness of our campus and grounds is important. Cleanliness provides a safe and sanitary environment for our students and is another example of our professionalism. When students are finished using supplies/ games/ toys, they should be taught to clean up adequately before moving on to the next activity. Teachers and assistants must keep classrooms and centers/play areas neat and orderly **at all times**. Cleaning and supply checklists must be completed at the end of the day. We expect all employees and students to take pride in our school. If you notice an area of the building that needs attention, please assist with cleaning or make administration aware immediately.

PERSONAL BELONGINGS

Our responsibility is to provide a safe and positive environment for all children enrolled in our program. To do this, all employees must be free from distractions that may prevent proper supervision and may cause poor judgment while performing the assigned work duties. Supplies and materials brought into the classroom must be safe and age-appropriate for the children each employee is assigned to work with. To ensure a safe and appropriate environment for the children, all employees are expected to keep personal belongings out of the reach of children in order to prohibit access- **this includes, purses, backpacks, tote bags, etc being out of reach**. Tobacco or vape products are NOT PERMITTED in the building. Prescription and over the counter medication must not be accessible to children at any time.

SANITATION (from Minimum Standards):

Minimum Standards require that childcare facilities and staff clean, repair, and maintain the building, grounds, and equipment to protect the health of the children. This includes, but is not limited to:

- Setting aside toys and equipment that are placed in children's mouths, or are otherwise contaminated by body secretion or excrement, to be sanitized before handling by another child;
- Machine washing cloth toys, if used, at least weekly and when contaminated;
- Machine washing all linens at least weekly, and when soiled or before another child uses them;
- Sanitizing sleeping equipment before a different child uses it and when soiled;
- Emptying water play tables and toys used in water tables daily, sanitizing, and ensuring children and caregivers wash their hands before using the water table;
- Maintaining sand boxes and sand tables in a sanitary manner;
- Making all garbage inaccessible to children and managing it to keep the childcare center inside and outside, free of insects, rodents, and offensive odors, and disposing of it according to local and state requirements;
- Keeping all floors, ceilings, and walls in good repair and clean.
- Keeping all parts of the childcare center used by children well heated, lighted, and ventilated;
- Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement; and
- Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children.

Sanitizing requires a four-step process:

1. Washing with water and soap;
2. Rinsing with clear water;
3. Soaking in or spraying on a disinfecting solution (at least two minutes). Rinsing with cool water only those items that children are likely to place in their mouths; and-
4. Allowing the surface or article to air dry.

PROFESSIONAL BEHAVIOR

- Staff are expected to arrive by 8:15am. Staff are required to have daily supplies ready and morning activities assembled and ready BEFORE children arrive. Classroom teachers will be available to receive children by 8:55am.
- Absolutely **NO CELL PHONE USAGE** while supervising children. If you need to use the phone, please do so during break and away from students and/or parents. Phones should be stored in a safe place in your classroom and not kept out to avoid distraction. Please use the walkie-talkie radio to communicate to the office or call to your location if you are in need of assistance.
- **Please note, leaving students alone for any amount of time is considered leaving them unsupervised, no matter how brief, and is strictly forbidden. This is considered a severe infraction and grounds for termination.**
- Greet every child with a welcome and a smile. (Morning greeting options) This is a great opportunity to conduct a well-check.
- Keep a respectful, calm, energetic, and positive attitude at all times in interactions with students, parents and staff.
- Staff are expected to ensure parents "sign in" their child each day and place their personal items secured into the proper cubby. Check-in staff will ensure children are checked in via the QuickScan method on parent phones. Teachers are responsible for checking their BrightWheel app to ensure the QuickScan was successful. Teachers are responsible for manually checking in children if curbside QuickScan was unsuccessful.
- **Headcounts are to be done frequently throughout the day to ensure that you are aware of the number of children in your care and that all children are accounted for.** Staff must count children before leaving an area, along the travel route and when arriving at the destination. Contact office IMMEDIATELY with concerns.

- **As a staff member you are required to be aware of ALL student food allergies on the entire campus.** Please consult Allergy Action Plans posted in classrooms and/or office. We are a NUT FREE campus - including foods for staff.
- Please ensure the gym and other common areas neat and presentable. Diagrams of the expectations are located by the light switch in each room depicting how each room must be “set up” when not in use.
- We use positive discipline at all times. Harsh tone of voice and consequences are unacceptable. If presented with difficult behavior and you are unsure how to handle, please consult administration for support. Please see discipline and guidance policy.
- If a parent wants to discuss a child’s behavior or progress, please arrange a conference and have an administrator attend. Please refrain from lengthy discussions about this during pick up and drop off times when others might overhear confidential information and concerns.
- **NEVER release a child to someone not on approved pick up list without written permission from parent and an ID from person picking up. This is grounds for immediate termination if procedure is not done correctly.** Ensure every child is “signed out” by an approved caretaker (if you are unsure of someone picking up child, consult administration). Administration will issue pink permission slips indicating administration has verified of ID and parent approval for pick up.
- Social Media Policy - under no circumstances may an employee post photos of children on personal social media outlets including, but not limited to: Facebook, Twitter, Instagram, or Snapchat with the exception of the school BrightWheel account. Violation of this rule could result in immediate termination, as it violates the privacy of families in attendance at My Time. Teachers should never access personal social media pages during school hours.
- Student photos/ videos should only be taken using My Time Kids Academy devices. Admin is the exception in certain situations.
- BrightWheel is the only approved method for correspondence with parents. Emails sent to parents must be submitted through admin for approval before sending to parents. Calling, texting or emailing from employee personal devices is not permitted. All parent/ family communication should be sent via BrightWheel to avoid miscommunication and confusion. If a situation arises that warrants a parent phone call, staff are asked to visit with the director on duty first and have a witness present during the call.
- Parents should not text/ call teachers to report absences/ illness etc. Please direct them to administration. If parents reach out to you frequently via email and cell, please tell them that My Time policy requires that communication goes through BrightWheel or school email.
- Staff member’s attitude, conduct, and demeanor are of the utmost importance, as you are the face of our school and embody our philosophies and reputation to the public. As such, we ask that you refrain from any foul or disrespectful language on the property and during school functions. This is especially important as we work with impressionable minds. Please interact with all staff members, families, and children in a courteous and mutually respectful manner at all times on or off campus.
- While we understand that each person has busy lives and problems to deal with, we expect that upon entering My Time, that the children become your only focus. Children are very susceptible to energy and pick up on negative energy, even when it’s not overtly stated. For the well-being and care and concern for our students, you should be giving your best to the children at all times. Please arrange for a substitute with administration if this is not possible.
- **Speaking ill of or gossiping about each other will not be tolerated.** Please discuss/ work out concerns with coworkers in a professional and considerate manner before involving administration. If a resolution cannot be reached, please discuss with administration immediately. Concerns will be addressed with the utmost discretion and concern for your privacy, however, some situations may warrant team dialogue to reach a resolution.
- We expect that any comments about My Time, either verbal, in writing, or through social media, represent the company, staff, families and children in a positive light. Not adhering to this expectation is grounds for immediate termination.

LESSON PLANS

Lesson Plans are to be submitted to administration each Thursday for the following week. This ensures time to review, provide feedback, and obtain supplies that may be needed to ensure a successful week ahead. Please use the format/ templates provided at staff training. In addition, lesson plans must be posted by classroom doors each Monday morning by 9:00am. The detailed lesson plan for each week is to be printed and displayed on teacher station in the classroom.

SUPPLIES and MATERIALS

Label personal items brought to My Time with last name (to be stored in your classroom or on your teacher shelf or at home). If reimbursed for an item, it becomes property of My Time Kids Academy and MUST be labeled with MTK. These items must be stored on the appropriate shelves so that all staff members have access to the item. Items purchased for a specific classroom/ teacher are considered property of My Time and will be labeled as such.

Submit receipts for reimbursement for items purchased with personal money to the office reimbursement folder. Items must be circled on the receipt and totaled at the top.

STAFF COMMUNICATION

Written communication between admin to staff will be transmitted via email and the GroupMe app as well as written communication posted in the teacher workroom when necessary. Staff members are expected to maintain current emails and before/ after school hours.

Administration welcome calls and texts from any staff member- reach out if needed.

cell phone numbers with administration at all times and notify the office of any changes. Staff are expected to check the GroupMe app at the beginning and end of each day as there are many times that information must be communicated

EDUCATION and TRAINING REQUIREMENTS

Each employee or contractor must have:

- Childcare experience with references
- Current training in first aid with rescue breathing and choking
- Current CPR certification for infants and children
- FBI background check through the required state licensing entities
- Lead and assistant teachers must show proof of education (diplomas/ certifications/ transcripts)
- Required documents from Texas Childcare Regulation

All employees are required to obtain 24 hours of relevant training during the course of the year. Training hours must be completed before the anniversary of an employee's date of hire. MTK prefers the required preservice trainings be completed prior to your first day but no later than 90 days. Training opportunities will be offered throughout the year by administration and may be held on days that My Time does not have class or camps. Online opportunities for training will be provided when available.

EMERGENCY PROTOCOL and SCHOOL CLOSURE

The safety of the children and staff is our first concern. Emergency Preparedness Plans, evacuation routes and relocation plans are posted in every classroom. The designated relocation area if we need to relocate inside the building is the innermost room, as this space has no windows, is an interior room and is easily accessible for all. If we need to evacuate the building, we will follow the emergency evacuation plans and relocate to the safe zone area next door at The Musician's Woodshed, Suite 107. Routine drills will be conducted according to licensing requirements. Detailed emergency preparedness plans that are available for review upon request.

Inclement weather: My Time observes the same bad weather days and holidays as the Lake Travis Independent School District or at the discretion of the My Time administration. If bad weather or other occurrences close or delay the start of LTISD schools, announcements will be made by the news media by 6:30 a.m. on the morning of the cancellation/delay. These days will not be made up nor will refunds be given for missed days. Whenever possible, we will provide closing information through our BrightWheel notification system for students and group text for staff. **My Time will be CLOSED for the day if LTISD cancels school or delays start time due to severe or inclement weather.**

Delay by 1 hour- MTK start time is 10am with no Early Care

Delay by 2 hours- MTK classes are canceled for the day

Ice Days/ Bad Weather/ Unsuspected closures related to Staff Pay:

My Time staff scheduled to work on a day that we have had to close unexpectedly will be compensated their normal hourly wage from 9a-2p (5 hours) for that day/ days. This applies to staff that work 5 days a week on campus between the hours of 9a-2p. Hours normally worked outside of the 9a-2p regular program for 5 days a week staff will not be compensated on closure days.

STUDENT ACCIDENTS

Close supervision and **discussion of safety rules before an activity** (especially gymnastics equipment and outdoor areas) is the best way to prevent accidents. Use risk management to keep the environment safe and hazard free. All accidents that leave a mark or affect a child's or employee's overall well-being or ability to function normally, or any accidents that have **anything** to do with the head must be reported immediately to director. An accident(s) report form must be completed, signed by an administrator, given to parents, and copied for the child's file. Employees should fill out accident form and give to director on duty. These forms are kept on the RED clipboards in each classroom as well as in the front office. In the event of severe injury requiring medical attention- staff are to work with the director to complete licensing form 7239.

STAFF ACCIDENTS

Use risk management to keep the environment safe and hazard free. If you are injured at work, please inform administration immediately and complete an incident report. All accidents that leave a mark or affect an employee's overall well-being or ability to function normally, or any accidents that have **anything** to do with the head must be reported immediately to the campus director. An accident(s) report form must be completed, signed by an administrator, signed by the employee and filed in employee personal file. Forms are kept on the RED clipboards in each classroom as well as in the front office. In the event of severe injury requiring medical attention- staff are to work with the director to complete licensing form 7239. If the sustained injury requires professional medical attention, the employee is expected to communicate details with administration to maintain a current record of medical professional's advice and recommendations. Lorie Baez must be notified immediately by administration of all employee accidents.

HEALTH, INCIDENTS, ACCIDENTS- COVID protocols supersede all policies listed at this time.

Any employee sent home due to illness may not return to My Time the following day as the employee must be symptom free **without the aid of medication** for a full 24 hours. **My Time will call 911 if a person appears to need immediate medical attention or otherwise appears to be in immediate danger.**

Your cooperation is needed in maintaining high health standards for My Time. Adhering to these policies offers protection for the child who has been ill, as well as the children enrolled and the teachers on staff at My Time. We ask that you contact the director and plan to remain at home when: ~see following page

- ANYONE in the household has COVID-like symptoms
- The symptoms prevent participating comfortably in activities.
- The employee has one or more of the following accompanied by behavior changes or other signs of illness in the past 24 hours:
 - Fever (99.6' or higher)
 - Diarrhea (2 or more episodes in 48 hours)
 - Vomiting (2 or more episodes in 48 hours)
 - Combination of runny nose, cough and/or sore throat
 - Rashes with fever
 - Mouth sores with drooling
 - Sore or discharging eyes
 - Discharge that is yellow/green from the nose or ears
 - Urinary problems
 - Head lice and/or nits. A written note from a physician stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events. Students must be checked in office upon return by a staff member.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, behavior changes, or other signs that the child may be ill as deemed by the parent, the Director or child's teacher; or
 - A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

COVID protocols supersede these policies during high transmission times.

Staff experiencing **any** of the above may return to school:

- 24 hours after temperature has remained normal **without** the use of medication.
- 24 hours after initial dose of antibiotics (including topical ointments).
- No episodes of diarrhea for a full 24 hours, **without** the use of medications.
- No episodes of vomiting for a full 24 hours, **without** the use of medications.
- With written documentation from a medical professional confirming that the child is no longer contagious and may resume regular activities.

Employees who are seen by a physician for symptoms of a common cold, allergies or other viruses are not required to provide a doctor's note but must follow the 24-hour policy. Please notify the director if you become ill with a contagious disease. The diagnosed employee will remain anonymous; however, we are required to alert parents that their child may have been exposed. *****Anyone exhibiting symptoms related to COVID will not be permitted to attend until proper COVID protocols have been met- see COVID addendum.*****

My Time Kids Academy employees are not required to submit personal immunization records including vaccination status for COVID-19 and Influenza.

ABSENCES DUE TO COVID-19 (exposures or positive case- see COVID addendum)

My Time Kids Academy will implement isolation/ quarantine protocols as advised by the health department or at administrator discretion based on community COVID stage and risk. While we understand that these situations are out of anyone's control, we must safeguard the financial stability of our school as well. Effective March 1, 2023 additional paid days will not be provided for days missed due to COVID-19.

EMPLOYEE INSURANCE

My Time Kids Academy offers a financial allowance for medical insurance benefits to employees that work year-round & meet a minimum of 33-36+ hours weekly. MTKA will pay half the cost of medical insurance policy at a **max of \$250 monthly**.

Example #1: if insurance policy cost is \$150 monthly, MTKA will pay half= \$75.

Example #2: if insurance policy cost is \$600 monthly, MTKA will pay \$250 (the maximum allowed).

It is the responsibility of the employee to acquire their own medical insurance. MTKA can recommend a benefits consultant that will aid in the search and acquisition of insurance. The amount granted will be added to the paycheck monthly. Staff are responsible for the direct payment of the insurance policy costs. MTKA will not be responsible for acquiring policies or making insurance policy payments.

TUBERCULOSIS TESTING

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled or employed with our program.

HOLD HARMLESS POLICY

My Time is not liable for incidents/ accidents/ occurrences while one of its employees babysits or provides other services to My Time parents/ families outside of the My Time school work hours. Confidentiality is expected from every employee when providing a service for a family outside of your work at MTK. Refrain from discussing other students or school related information with anyone. Staff are expected to maintain these boundaries.

SEXUAL HARRASSMENT

It is My Time's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within My Time. It is to ensure that at My Time all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to the Director(s). Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of

such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

NON-COMPETE

The employee agrees that upon leaving My Time, for any reason, they will not open a school or initiate a business that has any similarities to My Time's concept with 5 years of employees last day of employment. If the employee opens an educational institute or daycare facility that has no similarities to My Time they agree that they cannot locate the school within a ten mile radius of ANY and ALL My Time campuses.

REPORTING ABUSE AND NEGLECT

My Time staff is required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Department of Human Services Protective Services Office and a local or state law enforcement agency. **ALL** employees or contractors must report all actual or suspected child abuse of any child attending My Time Kids as soon as possible to acting administration and Lorie Baez.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. <https://www.txabusehotline.org>

Please consult the MTKA Safety & Appropriate Interactions Manual for expectations regarding staff/ child interactions. This document is emailed at staff training each year. Please ask admin if you need a copy.

GANG FREE ZONE

As a result of section 42.064 of House Bill 2086 we are required to distribute information about gang-free zones to our families. My Time is a Gang-Free Zone. Any area within 1000 feet of a child-care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Information about minimum standards and our most recent childcare licensing inspection report can be obtained in the My Time office or online: <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

WEAPONS POLICY

My Time Kids Academy is a WEAPONS FREE campus. Weapons are considered but not limited to: firearms, knives with intended use other than common table-wear, explosives, archery equipment. Concealed carry and open carry permits are not permitted on our campus at any time with the exception of Law Enforcement.

AT-WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is NOT a contract of employment between My Time and you, as the employee. Since Texas is an at-will employment state, you are NOT under contract for employment. Thus, employment with My Time is NOT for a definite term. The center or you may terminate employment at any time, for any reason, or for NO reason at all.

POLICY QUESTIONS and CONCERNS

If for any reason you have a question or concern about My Time Kids policies, please contact your campus administrator:

Bee Cave: 512-291-7730 or info@mytimekids.com

Bee Creek: 512.518.4151 or BeeCreekInfo@mytimekids.com

DEPARTMENT of FAMILY AND PROTECTIVE SERVICES- CHILDCARE LICENSING

14000 Summit Drive, Suite 100 Austin, Texas 78728

512-834-3426 www.dfps.tx.gov

SUBSTANCES, DRUG & ALCOHOL FREE SCHOOL

To help ensure a safe, healthy and productive work environment for our employees, students and others, to protect school property, and to ensure efficient operations, My Time Kids Academy has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for My Time Kids Academy.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere My Time Kids Academy premises, while on My Time Kids

Academy paid time (whether or not on My Time Kids Academy premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for My Time Kids Academy are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. This restriction does not apply to responsible drinking of alcohol at business meetings and related social gatherings. **Violation of this policy will result in disciplinary action, up to and including discharge.**

MTKA does not permit tobacco, tobacco products or vape products on campus at any time. Employees that use these items MAY NOT bring them into the school building for any reason at any time. **Violation of this policy will result in disciplinary action, up to and including discharge.**

PRINT THIS PAGE AND THE FOLLOWING PAGE- SIGN AND SUBMIT TO THE DIRECTOR

The Employee Handbook contains important information about My Time Kids Academy, and I understand that I should consult administration regarding any questions not answered in the handbook. I have entered into my employment relationship with My Time Kids Academy voluntarily and understand that there is no specified length of employment. Accordingly, either My Time Kids Academy or I can terminate the relationship at will, at any time, with or without cause, and with or without advanced notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to My Time's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only My Time Directors have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my directors about questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. I further agree that if I remain with My Time Kids Academy following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a physical and emailed copy and read the My Time Policy and Procedures Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of the Acknowledgement of Receipt, retain one copy for myself, and return one copy to My Time Kids Academy director listed below on the date specified. I understand that this form will be retained in my personnel file.

My signature below also indicates that I have read and am familiar with both DFPS Minimum Standards as required by Department of Family and Protective Services and Department of Health.

Minimum Standards and Recent Changes Link:

<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>

Employee Name

Employee Signature

Date

My Time Kids Academy Director

Date



EMPLOYEE COMMITMENTS:

Please read and initial each of the following:

- _____ Absolutely **NO CELL PHONE USAGE** while supervising children. If you need to use the phone, please do so during break and away from students and/or parents. Phones should be stored in a safe place in your classroom and not kept out to avoid distraction. Please use the walkie-talkie radio to communicate to the office or call to your location if you are in need of assistance. This policy also includes tablets, smart watches, laptops, and computers.
- _____ Staff are expected to supervise every child at all times. Be aware of headcounts and keep a watchful eye in all areas of our campus, not just the classroom.
- _____ I have read and will comply with the separate **MTKA Safety & Appropriate Interactions Manual** for expectations regarding adult/ child interactions. I understand that these policies and procedures are intended to create a safe environment for children, protecting children, you, and the mission of MTKA. The guidelines outlined here are
- _____ I have read and will comply with the MTKA Tobacco/ Vape/ Drug/ Alcohol policy. I understand that **NONE** of these substances can be in the building at **ANY** time.
- _____ Please consult Allergy Action Plans posted in classrooms, common areas, and office. We are a 100% NUT FREE campus- including foods for staff.
- _____ All digital communication with families **MUST** go through BrightWheel or school email. Calling, texting or emailing from employee personal devices is not permitted. If a situation arises that warrants a parent phone call, staff are asked to visit with the director on duty first and have a witness present during the call.
- _____ Complete tasks on the cleaning and supply checklist when leaving each day and leave clipped to classroom door with date. Please initial at the bottom acknowledging you have completed the list of expectations.
- _____ Lesson Plans are to be submitted to administration each Thursday for the following week. This ensures time to review, provide feedback, and obtain supplies that may be needed to ensure a successful week ahead. **In addition, lesson plans must be posted to Brightwheel and the classroom door each Monday morning by 9:00am.** Detailed plans are to be printed and placed at the teacher station in the classroom.
- _____ **NEVER** release a child to someone not on approved pick up list without written permission from parent and an ID from person picking up. This is grounds for immediate termination if procedure is not done correctly. Ensure every child is "signed out" by an approved caretaker (if you are unsure of someone picking up child, consult administration).
- _____ Social Media Policy - under no circumstances may any employee post photos of children on personal social media outlets including, but not limited to: Facebook, Twitter, Instagram, or Snapchat with the exception of our school's private sites. Violation of this rule could result in immediate termination, as it could violate the privacy of families in attendance at My Time. Teachers should never be accessing social media pages during school hours.
- _____ I understand that MTK staff are expected to always represent our school in a professional manner including clothing worn to work each day. My appearance should be one of professionalism and pride in appearance that reflects a quality program. I have reviewed and will comply with the MTK policy on staff dress and personal appearance expectations.
- _____ Staff member's attitude, conduct, and demeanor are of the utmost importance, as you are the face of our school and embody our philosophies and reputation to the public. As such, we ask that you refrain from any foul or disrespectful language on the property and during school functions. This is especially important as we work with impressionable minds. Please interact with all staff members, families, and children in a courteous and mutually respectful manner at all times.
- _____ We expect that any comments about My Time, either verbal, in writing, or through social media, should represent the company, staff, families and children in a positive light. Not adhering to this expectation is grounds for immediate termination.
- _____ While we understand that each person has busy lives and problems to deal with, we expect that upon entering My Time, that the children become your only focus. Children are very susceptible to energy and pick up on negative energy, even when it's not overtly stated. For the well-being and care and concern for our students, you should be giving your best to the children at all times. Please arrange for a substitute teacher with administration if this is not possible.