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EMPLOYEE **HANDBOOK**

WELCOME TO OUR COMPANY

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Employee Handbook
June 2023

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Section 1

Company Philosophy

1.1 Welcome

Welcome to Wunderkind! The purpose of our school is to provide an exceptional educational program to our students and their families, and our community. We are committed to the Reggio-Emilia & Montessori Method based on the philosophies and require that all of our faculty and staff be properly credentialed to deliver a high-quality program.

A *WLC Parent Handbook* will also be given to you at the time of your employment. Please familiarize yourself with all handbooks so that you have a thorough understanding of the policies, procedures, and operations of the school and company.

On behalf of the staff, and administration of Wunderkind, we wish you successful employment at the school. We hope that you will help all our students realize their full potential, while realizing your own as a teacher and provider.

At Will Employment

Wunderkind adheres to the principle of “at will” employment whereby WLC and its employees can terminate the employment relationship at any time and for any reason or for no reason.

1.2 Our Mission

The mission of Wunderkind is to provide a high quality, education that helps each child realize his/her fullest potential. Wunderkind empowers self-directed learning through a materials-based curriculum that encourages independence and natural curiosity. Wunderkind cultivates learners’ deep respect for self, community, and a peaceful environment while nourishing the intrinsic desire for academic, culture, and personal fulfillment.

We strive to:

- **Be fully committed to the curriculum of Reggio-Emilia & Montessori.**
- **Expose children to the Spanish language through books, music, dances, etc.**
- **Provide instruction/activities that tie with Hispanic heritage.**
- **Offer a warm and caring environment that is culturally diverse.**
- **Integrate technology into the school with the purpose of connecting families to their children throughout the school day.**

- **Foster great relationships with our families.**
- **Provide teachers with an opportunity to realize their fullest potential as educators.**

1.3 Our Core Values

To accomplish the above Mission, Wunderkind believes the following list of values truly embody the culture of our company. These attributes differentiate our schools from others and provide purpose for our daily work. Beyond educating others, these are the values which help us have an impact on the lives of our students, parents, and coworkers.

- **Independence-** Empowering individuals to become confident, independent learners, willing and able to pursue their own interests and ideas.
- **Respect-** The expectation that all individuals associated with WLC will act in a manner that demonstrates respect for oneself, others, the school environments, and the greater community.
- **Prepared environment-** The classrooms are prepared in a purposeful and intentional manner, stocked with didactic materials rooted in the Montessori philosophy. The environment is prepared to assist the students in their quest to become independent learners.
- **Freedom-** Within the carefully prepared environment, students have the freedom of choice, movement and repetition.
- **Grace and courtesy-** Teaching children how to conduct themselves is a vital part of education at Wunderkind. Through our virtues initiative, we actively teach a different virtue each month, modeling, teaching and creating exercises to practice them.

We encourage all staff members to exemplify these values on a daily basis.

- **Help others realize their potential.**
- **WOW! our families.**
- **Have fun!**

Section 2

Employment

2.1 Personal Belongings

WLC recognizes an employee's desire to display mementos pertaining to their family or other personal items. While Wunderkind cannot take responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, these guidelines must be observed.

- Safety comes first – No object can interfere with school safety.
- Excessive personal belongings that clutter the work or classroom area (in the opinion of management) will not be allowed and must be removed upon request.

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Personal belongings may also be stored in the staff lockers. Wunderkind is not responsible for lost or stolen items.

2.2 State Licensing Rules/Regulations

To ensure that all individuals who join Wunderkind are well qualified and to maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all candidates that accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. All offers of employment are contingent on receipt of an acceptable background check once reviewed by DCFS. All background checks are conducted in compliance with the Fair Labor Standards Act, the Americans with Disabilities Act as well as all federal and state anti-discrimination and privacy laws. All background checks are kept confidential and are only viewed by representatives of Wunderkind involved in the hiring process.

Illinois DCFS Qualifications

ALL staff is expected to be knowledgeable about the Minimum Standards for Childcare. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- Staff at our childcare center must be 18 years or older and have a high school diploma or equivalent.
- Each staff member must be certified in First Aide/CPR and Infant CPR.

- All staff members must have all state documents filled out and completed in their files. before they are hired.
- Each staff member must be cleared through the State of Illinois with an FBI criminal background check annually.
- Each staff member must obtain 20 clock training hours annually.

Vaccination Requirements

No person may be employed unless that person shows proof of having received:

- One dose of the Tdap (tetanus, diphtheria, pertussis) and
- 2 doses of the MMR (measles, mumps, rubella), or
- Shows proof of immunity to MMR (DCFS will require physician's written signature)
- TB Test

Form CFS 602, Medical Report on an Adult in a Child Care Facility (Rev 3/2016)

2.3 Outside Employment

Wunderkind makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of their effort is required. If an employee chooses to work outside of their job and the outside work competes with what is expected of them as a Wunderkind employee, or the potential of a conflict of interest is perceived, opportunities for promotion and advancement with Wunderkind may be limited.

If management feels that outside employment prohibits an employee from fulfilling their obligations to the company or possesses a potential conflict of interest, they will be asked to resign or to leave their outside employment.

Employees are not permitted to conduct outside employment activities on company time such as during prep hours, summer employment, faculty meetings, or during the course of the normal workday. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

Teachers may not solicit families of currently enrolled children for employment of any nature within a period of one year following the employee's termination date. This includes solicitation to provide child care services in personal residences or other licensed facilities which would involve the removal of any child enrolled at Wunderkind.

Section 3

Workplace Policies

3.1 Working Hours

Employment hours are set by the School Director to meet programming requirements, such as school tours, open houses, parent-teacher conferences, scheduled staff meetings, and student extra-curricular activities. A typical workday at a school site may start as early as 6:00 a.m. and end as late as 5:00 p.m., depending upon whether the school site offers before and after care child services and its general operating hours. School Director will designate the days and hours you are required to work each week and hours of each day according to the individual school schedule.

Wunderkind may modify the employee hours at its sole and absolute discretion; however, any employee who works outside of the normal work week (i.e. Monday through Friday from 6:00 a.m. – 5:00 p.m.) on a regular basis must have the schedule approved in writing by the School Director. Full-time employees will work a 40-hour-per-week schedule. Anything less is considered a Part-Time employee.

3.2 Time Records

Wunderkind uses an electronic time tracking system to capture and record all employee time records. The electronic time tracking system will allow Wunderkind employees to accurately monitor and keep track of their time. The system will also enable WLC Accountant to efficiently process employee time worked and leave taken for payroll purposes.

Employees are responsible for creating a Brightwheel account and protecting it from unauthorized use. **This account must be used to clock in and clock out on a daily basis.**

The electronic time keeping system is the official timekeeping software for all Wunderkind employees, and as such is the official record of the workday. It is a job requirement that all employees clock in and clock out at the start of their shift, during lunch breaks, and at the end of their shift. Employees are expected to clock in and out at their regularly scheduled times and for the correct job class in which they will be working.

Wunderkind allows employees to **clock in and out a maximum of 5 minutes** prior to and after their regularly scheduled shift, unless **authorized differently by their supervisor.**

Wunderkind does not pay employees for lunch breaks; therefore employees must clock out for lunch breaks and clock back in after lunch breaks. Wunderkind recognizes a lunch break as a 1-hour period where the employee is completely relieved of their work duties.

If an employee forgets to clock in or out, they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information.

The supervisor will adjust the employee's time in the electronic time keeping system. If an employee is unable to clock in or out due to time clock malfunction, it is the employee's responsibility to immediately inform his or her supervisor.

Overtime is earned on a weekly basis and is only earned after forty (40) hours of actual physical work hours that have been accumulated during the established work week.

Request must be made 7 days in advance. Forms must be completed and returned for approval. If forms are not approved TIME OFF is not approved. Do not assume because you turn in a request that it's automatically approved. All classrooms must have complete staffing and we must take that into consideration before time off will be approved.

3.3 Attendance

Wunderkind relies on **steady and dependable employee attendance** from teachers and staff to operate the school in an uninterrupted fashion. Successful classroom instruction and overall student discipline in the school relies on having each classroom staffed with a professional teacher. Because of this fact absenteeism and/or the failure to report one's absence in a timely manner is disruptive to all school operations. If one person is absent or fails to call in to report his/her absence in a timely manner, this may cause others to work overtime in order to cover the vacant classroom for the day. In this case absenteeism has an overall negative impact on the school's success, resulting in a loss of educational opportunity for students. Therefore your attendance is of vital importance, not only in relation to your co-workers but also with respect to the overall school. **Providing high quality education depends on your commitment and attendance.**

3.4 Absences from Work

Wunderkind expects all employees to assume responsibility for their attendance and promptness. When you are unable to be at work, you are responsible for calling the School Director by 8:00 p.m. on each day of your absence or the morning before the absence, unless you are on an approved Family and Medical Leave of Absence. If for any reason, you are unable to call the School Director, it is your responsibility to have someone call for you.

Alerting your supervisor of an absence through a co-worker, leaving a voicemail on the school phone, sending a text message or sending an e-mail is not considered to be adequate or appropriate means of notice. **Failure to call in by 8:00 p.m. on the day that you are going to be absent will result in disciplinary action.**

School employees are given the phone numbers of the School Director so that sick day calls can be made early in the morning. If you believe that you will be sick the following day, you are requested to call your supervisor by 6 p.m. on the day prior to your sick day. These procedures are necessary in order to arrange for a substitute teacher.

If you fail to call in for 2 consecutive days, your employment may be terminated unless you have a compelling reason for failing to call.

An employee who is absent, late excessively, or fails to notify his/her supervisor directly, will require disciplinary counseling. If **tardiness, attendance, or proper notification** continues to be a problem after counseling, it will result in disciplinary action, up to and including **termination**.

3.5 Professional Development and Staff Meetings

Employees are required to attend **ALL** school professional development days, staff meetings, and parent-teacher meetings, events and orientations. Absences from school, staff, and parent-teacher meetings and/or other school-sponsored events must have prior written approval by your School Director. Failure to attend these required meetings and events, without prior written approval from the School Director, will result in disciplinary action.

Staff Training

Wunderkind requires that all employees attend regular monthly staff meetings during the school year. Additionally, all staff shall complete **(15 hours) annual training** on for, at minimum, the amount of clock hours and topics listed in Licensing Rules for Child Care Centers, in addition to CPR, Food Handlers, first aid and blood borne pathogen training, as required by the Illinois Department of Human Services. Wunderkind will provide opportunities for all staff to complete these hours through various workshops and in-service workshops throughout the year. Teaching staff are required to attend at least one Montessori or Reggio Emilia workshop each school year.

3.6 Emergency and Weather-Related Closures

School Director or supervisor will call when the school will be closed. All staff are expected to report to school unless otherwise notified by the School Director.

3.7 Staff Health Policy

Ill employees should not be at work for any reason. Even the common cold virus is easily transmitted and can infect students and staff. This policy is for the employees' well-being as well as the students and staff of the entire building.

If you exhibit the following health conditions, you may not attend work

- Temperature of 100 degrees or higher

- Sever cough, causing you to become blue or red in the face
- Difficult or rapid breathing
- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Conjunctivitis (pink eye)
- Stiff neck and headache accompanied by a fever of 100 degrees or higher

- Untreated infected skin patches or rash
- Head lice
- Unusually dark urine and/or gray white stool
- Yellowish skin or eyes
- Excessive yellow/green mucus
- Vomiting

If an employee exhibits these symptoms, he/she must be symptom-free for 24 hours before returning to work. If the employee leaves work due to these symptoms, he/she may not return to work until one full workday later, or with a doctor's note or at the discretion of the School Director. Employees with contagious illnesses are not admitted to work for any reason, until the employee's physician has indicated in writing that the illness is no longer contagious or at the discretion of the School Director. If he/she has head lice, he/she may not return to work until nit-free.

3.8 Confidentiality

All employees must understand and respect the confidential nature of information pertaining to students, families, and staff. Disclosure by an employee of confidential information may jeopardize Wunderkind and/or its staff members and may result in the appropriate discipline, including the possibility of immediate dismissal.

3.9 Personal Appearance and Clothing

Personal appearance, proper hygiene and appropriate attire are important to the school environment. Students and families may gauge the quality of the school by the attention Wunderkind employees show to personal appearance and attire.

The dress code for all employees of Wunderkind is **smart casual**.

Clothing should allow you to freely move and work on the floor with children. Jewelry should be conservative. Shoes must always be neat and in good repair; shoes should look as professional as the rest of your clothes. Listed below are examples of items that we find **inappropriate** for the School and are not to be worn at the School:

- Clothing with logos or artwork that depicts inappropriate themes for children. These include, but are not limited to, sexual, drug, alcohol, violence, and hatred themes.
- Clothing with holes and stains
- Tops without straps, with spaghetti straps, with bare midriffs
- Exposed undergarments
- Low-cut tops exposing cleavage
- Sweat pants
- See-through clothing
- Shorts
- Mini skirts

- Jeans (except on cleaning days, field trips, etc)
- Tattoos must be covered by clothing
- Flip flops, fuzzy slippers, crocs, overly bright shoes (unless used as indoor classroom shoes)

Employee is expected to wear proper clothing adapted to their functions. For example, in winter, employees must be prepared to stay outside for the duration of outdoor time. Proper footwear must also be worn.

Employees are expected to dress professionally for all official school functions.

If you are in doubt as to the appropriateness of your attire, dress conservatively and lean more toward the business side of dressing, rather than the casual side.

Visible and excessive tattoos and body piercings, with the exception of single earlobe piercings, are not permitted. Nail length and color must be conservative and appropriate for a school setting. Hair color and styling must be conservative and appropriate for a school setting.

3.10 Business/School Expenses

Wunderkind will reimburse employees for authorized business/school expenses, with appropriate receipts, incurred on Wunderkind's behalf.

Employees must receive authorization in advance of incurring the business expense. Such reimbursement will be made on the basis of a written request, submitted to the School Director within 30 days of the incurred expense.

Staff who make purchases without receiving prior written authorization from the School Director are personally responsible for their purchases and will not receive reimbursement from the company or school.

3.10 Security

All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Lost keys must be reported to the office immediately. Any concerns about security should be directed to the School Director

Wunderkind is not responsible for the maintenance or replacement of personal property on school premises. All personal items that are brought to work should be secured in a locked cabinet. **Do not bring valuables to work.**

Permissible Guests on Site

All guests must be registered in the front office and receive prior permission of the school director to remain at the work site for an extended period of time. All relatives, friends, siblings, or children are not allowed on school grounds during working hours for any extended period of time. Any exceptions to this rule must receive prior written approval from both the school director and a member of the corporate office.

3.11 Care of Equipment and Facilities

All employees should be concerned with the care and safe use of school equipment and facilities. Good housekeeping is expected from everyone.

3.12 Clean Workplace

A clean work environment everywhere in the company is essential for smooth and productive operations. The following rules for cleaning the workplace apply:

Classrooms

Teachers in the classroom are responsible for keeping their classroom area neat and clean at all times. Teachers are encouraged to maintain a classroom environment conducive to the learning process. **Classrooms should be clutter-free.**

Classroom materials and bookcase cleaning is the responsibility of the classroom staff and must be done on a regular basis. Shelves need to be dusted on at least a monthly

basis. **Activity trays, tables, chairs, and floor need to be disinfected daily.** Children in your classrooms should be encouraged to keep their classroom space tidy and clean.

Personal items must be kept at a minimum and not add to unnecessary clutter of the classroom area.

Bathrooms, Kitchens, and Other

Bathroom cleanliness and supplies should be checked throughout the day. Most items can be found in the supply closet. Please report any problems to the School Director immediately.

Kitchen chores such as washing your own dishes and coffee cups are **employee's individual responsibility**. Staff and teachers should not expect colleagues or the janitorial service to clean cups, utensils or other materials used in classroom or individual food preparation.

Student nap cots must be cleaned with soapy water, rinsed and sprayed with a sanitizing bleach solution every Friday. Nap blankets are washed every other week collected for laundering on Monday.

Janitorial services are provided on the weekends.

3.13 Smoking Policy

Wunderkind does not permit employees to smoke on the job. It is our responsibility to provide a workplace free from secondary smoke and therefore have established a smoking policy in all company facilities and schools. Wunderkind prohibits smoking on school grounds as required by Illinois law. Smoking at non-school facilities is permitted in designated smoking areas.

3.14 Telephone, Cell Phone, and Electronic Communications Devices Use

Company communications devices are important to our everyday operation. Employees should restrict their personal telephone calls to **emergency matters only**. The telephone is an important business tool and is intended for that purpose.

Cell phone and other electronic communications devices (including but not limited to iPads, iPods, tablets, etc.) use is not permitted while on the job. Cell phones, iPads, iPods, tablets, etc. for legitimate business use only may be authorized by supervisors. Phone calls are not permitted, incoming or outgoing, during class time.

Teachers should **NOT** leave students unsupervised to either answer the school phone, to answer their personal cell phone, or to make phone calls.

Employees should have no expectation of privacy in anything that they create, store, send, or receive on the company's computer system.

Sensitive company materials may not be distributed. Information is considered sensitive if it can be damaging to Wunderkind or its families' reputation or its market standing.

Internet is provided to the school for staff use. The use of the Internet is for resource purposes only. Limited personal research may be conducted on the Internet.

3.15 Social Media Use

Wunderkind communicates to and interacts with internal and external communities in real-time through a variety of social media and communication channels. For external communication, Wunderkind uses popular social media platforms such as Facebook and Twitter.

Staff are encouraged to "follow" Wunderkind on Facebook and Instagram, and engage in other social media activities that benefit the public persona of Wunderkind. Positive comments, blogs, and posts are encouraged.

Staff who participate should not refer to students, parents, or colleagues specifically or by full name. Pictures of students and parents should **not be uploaded** unless express written permission is given by the parties to the school. At all times, staff will respect the privacy of its students, parents, and employees when posting to external social media sites.

Wunderkind employees are personally responsible for the content they publish on social media. Employees should identify themselves with name and position at Wunderkind when discussing Wunderkind or Wunderkind-related matters.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees, or applicants. Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants. Employees should write in first person and make it clear that he/she is speaking for him/herself and not on behalf of Wunderkind.

If the employee publishes content to a website or social media that has something to do with work or people associated with Wunderkind, a disclaimer such as this should be used: "The postings on this site are my own and do not necessarily represent the views, policies, or practices of Wunderkind or its affiliates."

Section 4

Classroom Policies

4.1 Prep-Time

Lead teachers are provided with preparation time during the course of their eight-hour day. This time is not “free-time” or “personal time”, but time set aside for lesson planning, grading papers, calling parents, assisting in substitute teaching, etc. Teachers may not leave the school site during this time unless they have prior approval from the School Director. Failure to receive approval prior to leaving the workday may result in loss of pay or termination.

Having prep-time at the beginning or end of the day will be arranged with the School Director.

4.2 Classroom Materials

All material used in the classroom must be approved by school administration. This includes movies, books, textbooks, handouts, slides, photographs, etc. No material containing references of a sexual nature or vulgarity will be permitted.

The school has purchased large quantities of expensive supplies, equipment and materials to sustain our program. Teachers are responsible for the care of all equipment and materials. Broken and missing materials should be reported immediately to the School Director. Teachers are responsible for maintaining and replenishing classroom consumable supplies by requesting these materials on a timely basis.

It is the responsibility of the employee to whom materials, supplies, and equipment are assigned to maintain and safeguard these assets as if they were their personal property. It is the policy of this company to hold the individual responsible for supplies, equipment lost, stolen, or damaged through negligence.

A periodic inventory of supplies and equipment will be made.

4.3 Conferences

Parent/teacher conferences are scheduled in the fall and spring of each academic school year. Parents may request additional conferences at mutually agreeable times with the lead teachers. All lead teachers are required to maintain observation journals on each child’s progress both emotionally and academically. These journals will be referenced for completing the report card. Assistant teachers are not permitted to discuss the progress of any child, as this is the sole responsibility of the lead teacher.

4.4 Discipline

All discipline should be of a **positive nature**. The use of discipline is to provide education, safety, self-discipline and character development of the child. A disciplined classroom benefits the classroom and school environment. Through positive reinforcement and proper modeling, teachers encourage the growth of the child's self-esteem. However, if it becomes necessary for a child to regain his/her self-control, the teacher will assist him/her by asking the child to sit in a "Thinking Chair". This enables the child to observe other children behaving in a positive manner. The child decides how long to stay seated and may re-join the group when he/she is ready to cooperate and follow directions.

When a child exhibits consistent behavior patterns that become disturbing to the program or endangers the safety of other children, the parents are called for a conference with the lead teacher and school director. If the problems persist, the child will not be allowed to attend class until the behavior is under control. The school may exercise its option to remove a child if the behavior is not corrected and disturbs the classroom on a continuous basis. Teachers should seek to do everything reasonably possible to help each child adjust to the school environment.

The proper handling of children is very important. Never grab or pull a child by the arm, elbow, or wrist. It is extremely easy to pull a child's arm, elbow, wrist or even collarbone out of socket. This conduct will not be tolerated. Always use two hands under the armpits when lifting or assisting children. If a child is a threat to self, others, or property, come from behind to avoid injury to yourself and put your arms over and around the child to calm and restrain them if necessary. Always ask a child to walk so that you do not have to carry or lift him/her. Try to coax and maneuver a child using body parts other than the arms. For instance, a touch to the shoulder or a grasp around the waist can be an effective means of restraining a child. When holding a child's hand, walk at his/her pace. Do not pull according to your speed.

Corporal punishment is **NEVER** appropriate and is prohibited by Illinois Law. Any staff member using this form of discipline will be terminated immediately. Any staff member using inappropriate discipline will be reprimanded accordingly.

All staff must be aware of proper language usage. Teachers must speak with children as they would wish to be spoken. Every attempt should be made to enunciate clearly, speak in a grammatically correct manner, and engage in conversation of appropriate content. Being positive in deed and word around children is the rule at all times.

Staff should not talk about problems with other staff, parents, or children around other children. The ability to communicate in mature ways to colleagues and students is vital to Wunderkind's program and the development of its students.

Verbal discipline should always be accompanied by "**please**" and "**thank you**". Teachers should talk to children as if they were speaking with an adult. Teachers should talk and interact with children as though their parents were in the room. Each child must be disciplined with respect and dignity.

The following are classroom rules that contribute to the discipline and order of the classroom environment:

Talk softly.

Walk slowly.

Do not disturb another's work. Only touch your work.

Use a rug for floor work. Walk around a rug.

Sit down or lay down to work.

Replace all materials as you found them. Wait your turn to talk.

Listen to the speaker.

Watch the teacher.

Be polite always.

Care for your friends and your school environment.

Verbal instructions to children can also add to the discipline and order of the classroom environment and contribute to the self-esteem of the child. It is recommended that teachers practice saying positive phrases such as those listed below:

"I appreciated your cooperation in the classroom/playground/in class today." "Thank you for putting away all of your work on time."

"I appreciated your prompt answer to the group signal."

"Write a 'P' on the top of your paper if you are proud of your work." "Circle your best letter"

"Circle your best number"

"Describe what you are doing/making."

4.5 Meals and Snacks

Student lunch times are supervised by assistant teachers with lead teachers determining appropriate lunch times for staff. Assistant teachers participate in the set up and cleanup of lunch time. Minimum staffing ratios must be maintained at all times.

Employees are not permitted to eat any food in front of children unless it is at scheduled snack and lunch times.

Snacks are prepared by the assistant teachers prior to class time and according to the posted menu. The kitchen is stocked with a selection of crackers and fruit. Wunderkind provide 1 snacks per day.

Employees should plan accordingly and minimize waste based on the demands of their group.

Review the allergy lists that are posted in the lounge. **Be very careful that children with specific allergies DO NOT EAT foods that contain their specific allergens.**

Staff is not permitted to microwave food for children. All lunch tables should be washed after meals--first with soapy water, then rinsed, and then sprayed with a sanitizing bleach solution, and then allowed to air dry.

4.6 Emergency Procedures

All employees in the school must have a valid First-Aid, Adult/Infant/Child CPR, and food handlers within 30 days of employment.

In the event of a serious injury of a child, stay with the child and notify nearby staff immediately. All injuries regardless of severity must be reported on an accident report and signed by the parents the day the event takes place.

Biting incidents require an accident report and a discipline note to the children involved. Children who bite are sent home for the remainder of the day. Accident report forms should be kept on attendance clipboards at all times.

The index file on the main desk contains cards of all children and emergency phone numbers. There is no need to look in individual files. In case of serious injury, call 911 immediately and apply any first aid or CPR. Notify another staff to call the parents if necessary and stay with the child. Poison control and emergency numbers are posted by the main desk telephone.

Fire drills are executed every three months. Tornado drills are practiced two times between the months of April and October. Drills for all other situations are also practiced periodically throughout the year.

4.7 Safety Issues

Encourage all children to walk while indoors. Remind children that chairs are for sitting, not standing or rocking. Tables and bookcases are used for work, not sitting or lying across or crawling through. Make sure that all hands and feet have cleared the doorways before closing any doors. Children using the bathrooms must be supervised by a teacher standing at the outside door.

All teachers are responsible for providing supervision on the playground and enforcing safety rules. At no time shall teachers be socially conversant with each other while children are using the equipment. A first aid bookbag must accompany a teacher during all outdoor activities. Playground equipment safety should be reinforced within the classroom.

All teachers should conduct daily cleaning checks and remove any debris, broken glass or other potential hazards from the play yard. Any equipment in need of repairs should be reported to the main office immediately. Accident reports should be completed if there are any injuries. Attempts should be made to have all children use the restrooms before going outside.

4.8 Pick-Up Procedures

Particular attention needs to be given to the pick-up of children. Children are not to leave with anyone who is unknown to you (even if the child appears to know the party) unless the proper procedures have been followed.

The parents should have called or left a note on the daily attendance notifying the school of the party picking up the child, even if it's a grandparent.

The party should be listed on the child's Emergency Card.

Persons who have the above permission from the parent should provide a driver's license or other identification to verify that they are the person listed by the parent until the parties are recognized by the staff.

Never release a child to anyone who appears under the influence of drugs or alcohol. Notify your supervisor and ask them to call another party listed on the child's emergency card.

Make a concerted effort to learn the names of all the parents and familiarize yourself with all the persons approved to pick-up children.

Parents, not Wunderkind staff, are responsible for securing their child in the vehicle's car seat.

4.9 Field Trips and Parent Chaperones

Procedures for on and off-site field trips will be provided. When parents are chaperoning during these events, they must be supervised at all times by Wunderkind staff.

4.10 Evaluations

Evaluations of a staff member's performance will be conducted by the Director and/or Assistant Director. Evaluations will be performed annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member's evaluation meeting and feedback will be included in the staff member's evaluation.

Staff members will be required to complete a self-evaluation prior to meeting with the Director and/or Assistant Director.

Section 5

Time-Off and Leave Policies

5.1 Vacation Eligibility

Wunderkind recognizes that employees need scheduled time away from normal work duties for their personal well-being. As a courtesy, the company provides annual vacation with pay to salaried employees, which is increased based on years of service. Vacation time is not guaranteed, nor is it otherwise provided as compensation for services rendered. Vacation time is earned after a year of service.

Salaried Wunderkind employees are provided with **one week (5 days) of year-round vacation per school year**. A school year begins September 1 and ends August 31.

Vacation days do not accumulate or count toward time worked for purposes of benefits when on unpaid leave, disability, or any other time that you are not physically working.

Advance approval by the School Director or Supervisor is required for all vacation scheduling. Employees must submit requests at least two weeks in advance and online through the electronic time keeping system for approval.

Employees with three or more years of service receive additional vacation days.

5.2 Vacation Schedules

The online request must be submitted to the School Director or supervisor who will then approve or deny the request depending on school or activity needs (e.g. vacation requests during summer months are typically only granted in day increments).

Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.

A paid company holiday that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.

*Note: While vacation days may be requested/granted, with at least two (2) weeks notice, for the day before and/or after a holiday.

5.3 Holidays

Salaried employees are also provided these days as paid holidays. These days include:

New Year's Eve and Day

Martin Luther King Day

Memorial Day

July 4th

Labor Day

Thanksgiving (Thursday and Friday) Christmas Day

When a paid holiday falls on a Saturday or Sunday, it is customary to observe the Friday before or the Monday after as the paid holiday. Student breaks are not considered holidays and salaried staff will not be exempt from working on student breaks.

A holiday list is published at the beginning of each year. Refer to school calendar.

Holiday pay starts after 90 days of employment.

Childcare Benefits

6.1 Discounted Wunderkind Tuition

Children of Wunderkind Learning Communities employees may attend Wunderkind at a discounted rate on a seat available basis. Each school and each program has different availabilities due to class and location space so the employee should check with the School Director for the specific school policy.

Children of employees may attend half day or full day programs at a tuition discount of **75% or CCAP copay**. The parent must be actively employed as a Wunderkind employee to continue this benefit.

Disclaimers: The child may not be placed in the parent's classroom, unless approved by the School Director or a member of the corporate staff. The discount is not applicable to the employee's extended family. The following are not discounted: activities and other fees, extracurricular activities, extended hourly rates, and any other supplemental programs and fees.

Payment: If the employee wishes to have the tuition divided over the school year and deducted from their paycheck, they must request it from the School Director. The tuition will be divided into equal installments and deducted from each paycheck from September 20th through June 20th.

Should the parent leave the employment of Wunderkind during the school year, this benefit immediately terminates and any outstanding tuition due will be deducted from the final paycheck.

Section 7

Misconduct

It is the policy of Wunderkind to expect all employees to abide by certain work rules of general conduct and performance at all times. Management, supervisors and all employees are expected to monitor and enforce these work rules equally. Employees are subject to disciplinary action for any of the offenses listed. Documentation will be made on a Performance Discussion Record (PDR) form with the appropriate disciplinary action. The form will then be placed in the employee's personnel file.

7.1 Inexcusable Misconduct

- Falsification of any reports, reports pertaining to absence from work, claims pertaining to injuries occurring on company premises, claims for any benefits provided by the company, communications or records including personnel and production records; falsification of employment application, personnel records, time sheets, expense reimbursement, etc.
- Giving false fire alarms, or causing false fire alarms to be given, or tampering with building protection equipment.
- Creating or contributing to unsafe conditions by act or failure to act that leads to serious injury of a child.
- Misuse or removal from the premise, without authorization, of any company or school property, or possession of any property removed from company premise without proper authorization.
- Bringing, using or having in possession weapons on company or school premises at any time.
- Bringing, using or having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on company premise at any time.
- Striking or manhandling a student or colleague or any person or fighting while on company or school premises at any time.
- Striking a supervisor or other employee at any time in connection with any matter relating to employment.

- Theft of any property on company premises, or theft matter relating to employment. Theft of any property of another person, including duplication of copyrighted or copyrightable products.
- Willful abuse, or deliberate destruction of company or school property.
- Gross insubordination – a willful and deliberate refusal to follow reasonable orders given by a member of management.
- Violation of the company's Equal Employment Opportunity Policy or Harassment Policy.
- Committing an immoral or indecent act while on company or school property regardless of whether the act was committed during the employee's work day.
- Conviction of any offense by a court of law which in management's judgment would make that employee undesirable for association with the company, the schools, its students, and its other employees.
- Transporting students in private vehicles, unless a designated school function in which required parental permission slips have been obtained.
- Illegal conduct of any kind.

7.3 Very Serious Misconduct

- Reporting for work or entering the workplace under the influence or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Threatening, intimidating, coercing or interfering with any person on company or school premises at any time.
- Sleeping on company or school time.
- Gaining unauthorized access to company or school records and files whether they are locked or otherwise.
- Careless or negligent use or operation of company or school equipment.
- Failure to immediately report any injury or accident to management resulting from an on-the-job situation.
- Performing substandard work both in quality and quantity after having been instructed in proper procedure and technique.
- Refusal or intentional failure to perform reasonable assigned work.
- Behavior toward students, parents, supervisors, coworkers, and peers (on or off school premises) that is sarcastic, degrading, rude, ill-mannered, dishonest, impolite, and unprofessional.

- Unexplained absence from work without notifying your immediate supervisor.
- Excessive absenteeism.
- Failure to obtain authorization from the school director before releasing written communication to parents, students, and outside parties (except homework and class assignments).
- Creating or contributing to unsafe conditions by act or failure to act.
- Unauthorized conduct or actions that result or may result in a citation or fine from any licensing or child welfare agency.
- Unauthorized possession, use, or copying of school or company records, or disclosure of confidential information to unauthorized persons.
- Improper or illegal discrimination or harassment as set forth in the Employee Handbook.
- Disclosure of student information in violation of Family Educational Rights and Privacy Act (FERPA).

7.3 Serious Misconduct

- Unauthorized leave from the work place during work schedule exceeding the time allowed for scheduled break or lunch period.
- Unauthorized distribution of literature in work areas and/or during work times, including solicitation of any kind, charitable or other.
- Speaking about other staff members, children, families, and/or customers to them or behind their backs in a way that is sarcastic, degrading, ill-mannered, untrue or of a malicious nature (excluding items protected under the NRLA).
- Unauthorized purchases made knowingly on behalf of the company or school.
- Smoking on school property.
- Failure to attend weekly staff meetings or required school functions, unless prior written approval given by immediate supervisor.
- Having non-employees on company or school property at any time without authorized permission.
- Failure to call immediate supervisor prior to 6 a.m. on a sick day.
- Failure to meet prescribed deadlines as set by immediate supervisor and/or School Director, including, but not limited to, attendance, grades, progress reports, homework requests, and other required work products.
- Failure to follow prescribed curriculum as set forth by Wunderkind Montessori.
- Using profane language on company or school property, which in management's opinion is offensive to students and to other employees.

- Failure to abide by the company dress and personal appearance code.
- Discussion or disclosure of information of children and families to anyone other than school employees or authorized individuals.
- Failure to perform job duties as outlined on job description or as directed by School Director or supervisor.
- Failure to meet expectations or goals of position set forth by School Director, supervisor, or Corporate Office staff.
- Failure to adhere to the policies and procedures detailed in the Employee and/or Faculty Handbook not specifically addressed above.

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