

EMPLOYEE HANDBOOK

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G.A.T.E.S. 2 Education
1064 South Main Street
Bellingham, MA 02019

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Employee Handbook

WELCOME TO G.A.T.E.S. 2 EDUCATION!

As an employee of G.A.T.E.S. 2 Education, you will be expected to exemplify excellence and quality of service and care.

By following the employee policy and procedures outlined in this handbook, combined with NAEYC Code of Ethics, you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our ongoing professional development to help guide decision-making and best practices.

Be sure to always keep the Code of Conduct at the forefront of all decision making concerning children in your care.

G.A.T.E.S. 2 EDUCATION MISSION STATEMENT

G.A.T.E.S. 2 Education staff will strive to provide the Highest Quality Childcare and Educational Service that promote and enhance each child's development; while assuring our parents' peace of mind in the care and service we render.

G.A.T.E.S. 2 Education provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child-friendly environment.

- ❑ We foster innovation.
- ❑ We embrace teamwork.
- ❑ We strive for excellence.
- ❑ We respect and support families.
- ❑ We commit to service at all levels.
- ❑ We respect and appreciate diversity.
- ❑ We actively listen and seek to understand.
- ❑ We communicate openly and productively.
- ❑ We use resources creatively and responsibly.
- ❑ We abide by the [NAEYC Code of Ethics and Statement of Commitment](#).

POLICIES AND PROCEDURES

AT WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between G.A.T.E.S. 2 Education and you, as the employee.

Since Massachusetts is an at-will employment state, you are not under contract for employment. Thus, employment with G.A.T.E.S. 2 Education is not for a definite term. The Center or you may terminate employment at any time, for any reason or for no reason.

STATEMENT OF POLICY

G.A.T.E.S. 2 Education strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

G.A.T.E.S. 2 Education guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at G.A.T.E.S. 2 Education will be based on merit, qualification and ability. G.A.T.E.S. 2 Education does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

NAEYC GUIDELINES

All teachers are expected to follow the NAEYC GUIDELINES. All staff is expected to adhere to the NAEYC code of ethics at all times. The code is attached for review. Teachers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate early education. Direct Supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

[NAEYC Code of Ethics and Statement of Commitment.](#)

State ratios are important indicators of quality. The center strives to keep state ratios at all times. Be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches the limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Seek assistance when you need to leave the group or if the total number of children in attendance exceeds the state ratio.

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 lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy. Together we can achieve great child care and education for our parents and children.

CURRICULUM

G.A.T.E.S. 2 Education will use a state and nationally approved curriculum on a daily basis; which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children. Teachers are expected to implement a structured curriculum daily.

ACCIDENTS

All accidents must be reported immediately to the Director/Assistant Director. Accident(s) reports must be written, signed by an administrator, given to parents, and copied for the child's file.

Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. G.A.T.E.S. 2 Education strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas.

Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

STATE LICENSING RULES AND REGULATIONS

**** See 606 CMR 700: STANDARDS FOR THE LICENSURE OR APPROVAL OF FAMILY CHILD; SMALL GROUP AND SCHOOL AGE AND LARGE GROUP AND SCHOOL AGE CHILD CARE PROGRAMS ****

[606 CMR: DEPARTMENT OF EARLY EDUCATION AND CARE](#)

EMPLOYEE POLICIES

BACKGROUND RECORD CHECKS

The department of Early Education and Care (EEC) is required to perform expanded background record checks.

Applicants for employment or to volunteer at G.A.T.E.S. 2 Education must undergo:

- A Criminal Offender Record Information (CORI) check;
- A Department of Children and Families (DCF) background check;
- A Sex Offender Registry Information (SORI) check; and
- A fingerprint-based check of the national and state criminal history databases.

An applicant may be conditionally hired and have unsupervised contact with children only after all three initial checks - CORI, DCF, and SORI - have been approved. It currently takes 4-6 weeks from the receipt of the BRC request for EEC to complete these three checks. If there are no adverse findings on all three checks, G.A.T.E.S. 2 Education should receive notice within the 4-6 week timeframe that an applicant has been approved and can then schedule a fingerprint appointment.

Applicants are responsible for the scheduling and associated costs of fingerprinting.

The logo for Identigo, featuring the word "Identigo" in white text on a dark blue square background.

Click or go to <https://ma.state.identogo.com/>
Agency / Sector:
Department of Early Educational & Care: EEC

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Sexual harassment will not be tolerated in any way, shape or form.

G.A.T.E.S. 2 Education is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is immediate grounds for termination. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

CHILD ABUSE PREVENTION POLICY

The mission of G.A.T.E.S. 2 Education is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time.

Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child. Any staff engaged in any form of this behavior will be immediately terminated and reported to the appropriate agencies.

GROSS MISCONDUCT:

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times.)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification (including tardies)
- Falsification of center records (i.e. employment application, time clock, and your records)
- Working under the influence of alcohol or illegal drugs
- Smoking or vaping in prohibited areas

- Conviction of a felony for any offense committed while employed by the center.
- Fighting, threatening violence or boisterous or disruptive activity in the workplace
- Leaving a child unattended (inside or outside)
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer or customer-owned property
- Insubordination that show gross disrespect such as threatening, profanity, or yelling.
- Unauthorized use of telephones, mail system, or other employer-owned equipment (No cell phones allowed in the center during work hours)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees or children
- Promoting, engaging in or responding to negative information or conversation about G.A.T.E.S. 2 Education whether in person or media-based.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the Director's discretion, violations may be followed by a warning, a two day suspension, and/or termination of employment.

REPORTING ABUSE AND NEGLECT

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director.

Massachusetts law requires many professionals who work with children to notify the Department of Children and Families if you suspect that any child has been, or is at risk of being, abused or neglected,

Call 1-800-792-5200 to make confidential reports.

Failure to report suspected abuse or neglect is a crime.

Note: Employers are prohibited from retaliating against caregivers who make reports in good faith.

EMPLOYEE PRACTICES

EMPLOYEE STATUS

Full-time employees have a basic schedule between thirty-five (35) and forty (40) hours per week.

Part-time employees have a basic schedule between ten (10) and thirty-four (34) hours per week.

STAFF SCHEDULES

Assignment of schedules and weekly hours are subject to change without prior notice by the Director to meet the needs of our families and Center to directly reflect student/teacher ratios.

TIME OFF/ABSENTEES

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. G.A.T.E.S. 2 Education depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including discharge.

Employees requesting extended leave related to any medical condition concerning the employee or family members will be required to provide a physician's statement verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested at least 7 days in advance

- Requests for leave must be made in writing on the Employee Time-Off Request Form. Request will be evaluated based on a number of factors, including anticipated workload requirements, staffing considerations, and hardship to G.A.T.E.S. 2 Education operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.
- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before employee is scheduled to work.

- Due to the nature of employment in childcare, car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.
- Employees are required to call the Director, Jayne Farquhar at (508) 989-0305 or (508) 657-1087. If the Director is not available, the designated Assistant Director must be contacted (number to be provided). Please try both numbers until the phone is answered. The following are not acceptable and could be cause for immediate termination:
 - Leaving a message on the answering machine at the Learning Center.
 - Calling or texting a coworker.
 - Texting or leaving a message for the Director without talking to her directly on the phone.

It is your responsibility to notify your Director personally BEFORE your starting time. State the reason for your lateness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

- Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a “stress free” day off needs to be taken. G.A.T.E.S. 2 Education strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- If any employee plans to terminate employment with G.A.T.E.S. 2 Education, a **two week notice in writing** is required.

Massachusetts law is clear; if you were terminated or laid-off, you are owed your last paycheck on the same day. If you quit, you are owed your final paycheck by the next regularly scheduled payday.

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee.

Federal and state laws require G.A.T.E.S. 2 Education to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job, actively performing assigned duties.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes.

Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time or personal record may result in disciplinary action, up to and including termination of employment.

OVERTIME/CLOCK IN AND OUT

Overtime is paid to non-exempt employees for all hours worked in excess of 40 hours per Monday through Friday work week.

Overtime pay is one and one half times your regular hourly rate of pay and must be authorized by Director.

It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly may result in a delay in payment of wages due.

ORIENTATION

All new employees are oriented to G.A.T.E.S. 2 Education policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers first 30 days. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or director for further explanation or clarification of policies at anytime. It is each staff member's responsibility to uphold center expectations at all time.

The orientation program covers all of the following:

1. Review of Center policies.
2. Training in emergency procedures, including the operation of fire extinguishers.
3. First Aid procedures
4. Job responsibilities and any other duties as assigned.
5. Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids
6. Schedule of G.A.T.E.S. 2 Education.
7. Review of child abuse and neglect laws and reporting procedures
8. Child management techniques.
9. The integrity of children with disabilities into the program.
10. Confidentiality policies

TRAINING

All new staff must be oriented in the requirements in the Minimum Standards Handbook, the facility's child care policies, the procedures to follow in handling emergencies and exits, and the use and location of all fire extinguishers. Emergency Maps and Exits will be displayed throughout the Center.

All staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aid, selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the
- Responsibility of reporting any incidents
- Cultural Diversity
- Professional Development

Note: It is the responsibility of each employee to pay for any costs that may result from these trainings (full or part-time).

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

G.A.T.E.S. 2 Education uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee G.A.T.E.S. 2 Education may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire.

Any significant absence will automatically extend an introductory period by the length of the absence. If G.A.T.E.S. 2 Education determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the Director of G.A.T.E.S. 2 Education.
- Failure to report to work or from lunch breaks.
- Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.

Note: Such resignation will result in immediate termination, and will render the employee ineligible for rehire by G.A.T.E.S. 2 Education.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with G.A.T.E.S. 2 Education.

ALL employees will be judged by the same performance standards and will be subject to G.A.T.E.S. 2 Education scheduling demands, regardless of any existing outside work requirements.

If G.A.T.E.S. 2 Education determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with G.A.T.E.S. 2 Education .

Note: Further more you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at G.A.T.E.S. 2 Education.

EXTRACURRICULAR BABYSITTING

We discourage center staff from accepting extracurricular babysitting jobs from parents currently enrolled at G.A.T.E.S. 2 Education. Our teachers are childcare professionals and deserve to be treated as such both on and off the clock.

In addition, we must ensure that all children and parents at the center are treated equally. Teachers who baby-sit the same children could naturally display favoritism, however unintentional. Such behavior is unfair to the other children and parents and would be considered disruptive and unethical behavior.

We realize that some teachers enjoy babysitting and the extra income they earn from doing so. We encourage our teachers to baby-sit for families that do not attend G.A.T.E.S. 2 Education.

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image G.A.T.E.S. 2 Education presents to parents and their children, visitors and guests.

Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public.

We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times:

All employees are expected to adhere to the following:

- Jewelry should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons. (No Flip-Flops)
- Clothing should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Jeans, shorts, or Capri's are allowed; however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel.
- Any center provided-shirts or clothing may not be altered in any way.

If Applicable / Provided: All employees must report to work wearing their G.A.T.E.S. 2 Education logo shirt **Two shirts are provided at hire at no additional cost to the employee.** Additional shirts may be purchased at the cost of the employee.

Note: Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your Director if you have questions as to what constitutes appropriate dress.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At G.A.T.E.S. 2 Education every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

Note: All employees at G.A.T.E.S. 2 Education will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.

PERFORMANCE EVALUATION

DAILY SUPPORT- Employees are strongly encouraged to discuss job performance and goals with the Director on an informational, day-to-day basis

MONTHLY STAFF OBSERVATIONS- Observation of educators while working with children at least every month by a staff with lead teacher, site coordinator or higher qualifications will be performed in order to measure individual performance of established objectives and personal growth goals for the next month. These monthly observations will be documented and remain on file at the center and may be utilized within the yearly employee formal performance evaluation.

INTRODUCTORY PERIOD EVALUATIONS- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (90 Days)

FORMAL PERFORMANCE EVALUATIONS- Additional formal performance evaluations must be conducted within one year of the date of hire and yearly thereafter in order to provide the Directors as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Directors will be responsible for coordinating evaluations.

MANDATORY MONTHLY STAFF MEETINGS

G.A.T.E.S. 2 Education will provide regular staff meetings to address program issues, meeting individual needs of children, policies, procedures, and parent communication. These meetings are not optional and calendars will be provided upon hire.

VISITORS

ALL visitors to the center must be cleared by the Director.

Identification should be verified and documented.

Unscheduled visitors should not have direct or visual access to the children prior to authorization by the Director.

STAFF GUESTS

Due to the nature of the business, no staff is permitted to bring guests or unauthorized adults into the Center.

PAYROLL

PAYCHECKS

Paychecks are distributed on Friday of each week at G.A.T.E.S. 2 Education. Your Director will distribute paychecks by noon or no later than the end of the day on the designated days. Payday can be affected by Holidays and is dependant on the Payroll Company policy.

You are encouraged and do have an option for direct deposit, which will be deposited, in your bank account by the morning of payday.

PAY DEDUCTIONS

The law requires that G.A.T.E.S. 2 Education make certain deductions from every employee's compensation. Among these are applicable federal taxes, G.A.T.E.S. 2 Education also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

ADMINISTRATIVE PAY CORRECTIONS

G.A.T.E.S 2 Education takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday (Friday of each week) by the end of each individual employee's work day.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

EMPLOYEE CHECK LOSS POLICY

If an employee loses his/her paycheck, G.A.T.E.S 2 Education will put a stop payment on that check and will rewrite another check for the same amount minus a \$25 deduction(to compensate for the \$25 stop payment fee that bank charges this facility.) It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

BENEFITS

CHILDCARE BENEFITS

Full time hourly employees are eligible for a 25% discount off the regular tuition for their own children.

Enrollment will be offered as space allows within state ratio and group size. Note: All staff parents must adhere to the same enrollment and attendance policies that regular customers observe.

Children must be the natural/adopted child / legal documentation of guardianship of the employee.

It is G.A.T.E.S. 2 Education's policy that the child of the employed parent not be placed directly in the care of their child(ren).

Failure to abide by these expectations may result in termination of the child(ren)'s enrollment, parent/guardian employment or both.

BEREAVEMENT

Bereavement time, unpaid, will be provided to all employees for up to three continuous days for scheduled time lost due to death of an immediate family member, including parent, spouse, child, brother, sister or a spouse's parent.

FMLA

G.A.T.E.S. 2 Education is not covered by the FMLA. The Center has not employed 50 or more employees during 20 or more calendar workweeks in either the current or the preceding calendar year.

The benefits and protections of the FMLA do not apply to employees of non-covered employers.

VACATIONS | EXTENDED ABSENCE| LEAVE OF ABSENCE | HOLIDAYS

All absences at the employees' demand, is unpaid and may be granted when coverage is available.

All absences must be requested and approved by the Director per G.A.T.E.S. 2 Education procedure to maintain employment status.

G.A.T.E.S. 2 Education does not currently provide holiday time to full or part-time employees.

RETIREMENT PROGRAM

G.A.T.E.S. 2 Education offers a retirement program / 401k to eligible, full-time employees, beginning after one (1) year of continuous employment.

Eligible employees are able to contribute to the plan through payroll deduction, employer - matched, up to 5%.

INSURANCE

G.A.T.E.S. 2 Education does not currently provide insurance (health/medical or dental) to their employees at this time.

GENERAL POLICIES

USE OF TELEPHONE AND MAIL SYSTEM

Phone calls should be conducted either before or after a shift, or on a lunch break.

Cell phones are never to be used in the classroom or on the playground. They should only be used on breaks when off the clock.

Note: This includes NO texting on the cell phone while in the classroom or while children are in your care / under your supervision.

No earbuds or other Bluetooth devices should ever be worn when supervising children.

G.A.T.E.S. 2 Education phone is for business purpose only.

USE OF EQUIPMENT AND VEHICLE

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

NO SOLICITATION/ NO DISTRIBUTION

In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time.

The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind while on Center premises.

PARKING

Employees of G.A.T.E.S. 2 Education are expected to reserve parking spaces nearest to the building for parents/guardians picking up and dropping off their children.

Staff are expected to park in the spaces furthest from the Center's entry-area, along the right-hand side of building.

No vehicles should remain in the parking lot outside of operational business hours.

EMPLOYEE CHILDREN (NOT ENROLLED)

ALL employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Unenrolled children may not stay in any classroom or remain unsupervised at the Center at any time.

On planned school vacations, school age children (up to 12 years old) may attend G.A.T.E.S. 2 Education after school program, for a fee, provided space is available and arrangements have been made with the Director.

MEALS/LUNCH BREAKS

Your own meals are to be eaten in areas where no children are present, ensuring proper coverage is the responsibility of the teacher/staff. Teachers are expected to remain on the G.A.T.E.S. 2 Education property throughout the duration of their scheduled break.

All full-time staff members are required to take ½ hour unpaid break for lunch.

All part-time staff working six or more hours in the day must take a ½ unpaid lunch break.

SOCIAL MEDIA | ONLINE PRESENCE

Employees must get appropriate permission from the Director before referring to or posting images of current or former employees, members, vendors or suppliers, families or enrolled children.

No photos or videos should ever be taken by staff on personal devices.

During scheduled work hours, personal use of social media networks such as SnapChat or other communicative content, could result in disciplinary action.

Subject to applicable law, after-hours online activity that violates G.A.T.E.S. 2 Education's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

It is highly recommended that employees keep G.A.T.E.S. 2 Education's social media accounts separate from personal accounts. As an employee, you are a representation of the standards upheld at G.A.T.E.S. 2 Education and any public display of a lack of these standards (including, but not limited to: drug and/or alcohol use, including marijuana or vaping, sexual or promiscuous behaviors, or vulgar / derogatory or culturally insensitive language) will not be tolerated and could be grounds for immediate termination.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received and read G.A.T.E.S. 2 Education Employee Policy and Procedures Handbook.

I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with G.A.T.E.S. 2 Education is at will and may be terminated by the Director of G.A.T.E.S. 2 Education at any time for any reason or without reason.

I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of G.A.T.E.S. 2 Education shall be deemed to create a contract of employment or any other modification of the at-will employment relationship.

I also understand that any or all of the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by G.A.T.E.S. 2 Education at any time with or without notice.

Employee Signature

Date

Center Director Signature

Date