



This handbook sample is provided as a tool for Discovery Point franchisees to use to develop an employee handbook specifically for the franchisee's Discovery Point Center. The following policies were developed for use for Georgia employers, and comply with state and federal laws as of the revised date found below. Some are mandated policies for all Discovery Point Centers and may not be changed without the express written approval of the Owner of Discovery Point Franchising. There are also policies noted as "center specific policies" that deal with the daily operating procedures for the center.

Each franchisee should consult with a human resources professional or employment law attorney for information specific to the state that the center is located before including these policies in the employee handbook.



Discovery Point Franchising, Inc. Personnel Policies/Employee Handbook
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As used throughout this Manual, the terms Discovery Point or Discovery Point Franchising refer to Discovery Point Franchising, Inc., a Georgia corporation.

Discovery Point Employee Handbook



Welcome to Discovery Point!

You have joined a company that is recognized as one of the leaders in the child care industry. Your colleagues are committed to making Discovery Point a customer-oriented provider of consistently high quality services--by any industry's standards.

We believe that each employee contributes directly to the organization's growth and success, and we hope you will take pride in being a member of our team.

Each employee of Discovery Point agrees to uphold and abide by all state laws, rules, and regulations at all times. A copy of State's Rules and Regulations for Child Day Care Centers is always available at the Center for review. Each employee must follow these rules when present in any Discovery Point Center.

This manual was developed to describe what we expect of our employees and to outline the policies, programs, and benefits available to eligible employees. Familiarize yourself with the contents of this manual as soon as possible, for it will answer many questions about employment with this organization.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Discovery Point Employee Handbook



Introduction

This employee handbook will give you important information about working at Discovery Point. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells about many of our rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at Discovery Point. Also, sometimes we may need to change the handbook. Discovery Point has the right to add new policies, change policies, or cancel policies at any time. The only policy we will never change or cancel is our employment-at-will policy. If we make changes to the handbook, we will tell you about the changes.

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Discovery Point Vision, Mission, & Values

VISION

To make Discovery Point the most respected name in childcare.

MISSION

To ensure that all Discovery Point centers care for all children as if they were their own.

VALUES

Relationships: We treat all co-workers, employees, vendors, parents and children in a fair and honest manner. Respect and integrity are expected by all. We treat others as we expect to be treated.

Business Partnership: We operate in a cooperative, optimistic atmosphere in which everyone attempts to live by the same set of rules and resolves conflicts in a win-win manner. Common goals are recognized and acknowledged.

Environment: Offering personal reward and satisfaction, our work will be pleasant and fun.

Support: We care about our customers and employees and are available to help and be involved in their daily activities. We will have the finest people doing the finest jobs possible to support our customers.

Profitability: We provide the opportunity for financial success in our business such that we have the freedom to set, and reach, our individual goals.

Learning: Although our business model is successful, we will actively look for, and be open to, new ideas that will enhance our success.

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THE FOLLOWING POLICIES DEAL WITH FEDERAL AND STATE EMPLOYMENT LAWS AND ARE REQUIRED BY DISCOVERY POINT FRANCHISING TO BE INCLUDED IN ANY FRANCHISE EMPLOYEE HANDBOOK.

Nature of Employment

You became an employee at Discovery Point voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that Discovery Point may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to and do not create a contract between you and Discovery Point. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Discovery Point and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of Discovery Point.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Owner of the Discovery Point Center.

Equal Employment Opportunity

To give equal employment and advancement opportunities to all people, we make employment decisions at Discovery Point based on each person's performance, qualifications, and abilities. Discovery Point does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Discovery Point.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with the Center Director. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

Business Ethics and Conduct

We expect Discovery Point employees to be ethical in their conduct. It affects our reputation and success. We are a highly scrutinized service industry, closely regulated by state authorities. We seek not only to meet the state guidelines for childcare, but to exceed them. Discovery Point requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our customers' trust. Employees owe a duty to Discovery Point and our customers to act in ways that will earn the continued trust and confidence of the public.

As an organization, Discovery Point will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

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If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with the Center Director.

It is the responsibility of every Discovery Point employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Examples of conflicts of interests include, but are not limited to the following:

- Working with competitors while working with Discovery Point.
- Disclosing Discovery Point materials or programs to competitors.
- Providing paid childcare services, including transportation of children before or after work hours, for customers of Discovery Point.

The materials, products, designs, plans, ideas, and data of Discovery Point are the property of Discovery Point and should never be given to an outside firm or individual except through normal channels and with appropriate authorization from the owner of Discovery Point. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination.

Conflicts of Interest after Termination

Within six months after termination of employment, the employee will not under any circumstances, for any reason influence, attempt to influence, or solicit away any customer or employee of Discovery Point. The employee will be liable for any loss of income sustained by Discovery Point because of the actions of the employee.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Discovery Point. Such confidential information includes, but is not limited to, the following examples:

- Customer lists
- Financial Information
- Marketing Strategies
- Pending projects and proposals
- Research and development strategies
- Manuals and forms
- UFOC and Franchise Agreements

In addition, certain information obtained while employed by Discovery Point is confidential and proprietary information.

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they personally do not actually benefit from the disclosed information.

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Non-Disclosure after Termination

If your employment is terminated for any reason, you will not under any circumstances retain any written material or reveal any information to persons in competition with Discovery Point, whether direct or indirect, or use in any way any information, written or otherwise, concerning Discovery Point's method of operation.

Open Door Communications

Effective communications are vital to every organization. At Discovery Point, we are committed to an open door communication policy that is based on mutual trust. We encourage you to discuss both ideas and concerns with Management.

Please use the chain of supervision for reporting problems or concerns. You should report any problem to the Center Director first. If the Center Director cannot or does not correct the problem, contact the Owner.

Should employees have legitimate grievances, they should first discuss the situation with the Center Director. Although employees will be paid for the time spent in conferences, the conferences should be scheduled during the employee's lunch break or at the end of his/her regular work day to avoid staffing issues. Every reasonable effort will be made to reach reasonable satisfaction.

If the issue cannot be addressed with the Center Director, the employee may go directly to the Owner.

An employee who reports harassment or utilizes the Open Door Policy will not be penalized in any manner.

Arbitration

All disputes, controversies, claims or differences which may arise between the employee and Discovery Point and are not resolved through the Open Door Communications policy will be solely and exclusively settled by arbitration conducted in accordance with the rules of the American Arbitration Association. All hearings and proceedings regarding arbitration will take place in Atlanta, Georgia or such location as may be designated by Discovery Point.

Any award rendered by the arbitrators will be final and binding upon the parties, and judgment may be entered in accordance with applicable law in any court having jurisdiction. The resolution of the arbitration shall be kept confidential by the parties and the arbitrators except as required by law. The parties consent to the jurisdiction of the courts of the State of Georgia with respect to the enforcement of any award made.

It is Discovery Point's policy that all employees, regardless of position, be treated with respect in a fair and just manner. All employees are expected to treat fellow colleagues with courtesy and respect. However, even in the best work environment, problems, concerns, or disagreements may arise. Discovery Point asks employees with concerns to address them directly with the Center Director or the Owner in which case every effort will be made to solve problems fairly. When there is an unsettled question about an employee's job or there is a question about treatment on the job, it is best to bring the problem up for discussion and a quick and fair resolution.

Discovery Point has developed the following steps in regards to resolving workplace issues. These steps should be used in such situations:

Step 1: Any problems or complaints should be taken to the Center Director. Explain the problem in detail and suggest any solutions. It is advisable, although not mandatory, that the concerns be put in writing.

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Step 2: If the matter is not or cannot be resolved by the Center Director, take it to the Owner.

Working together to address any concerns can lead to solutions that will benefit everyone without the potential need for outside third parties.

Anti-Harassment

Discovery Point is committed to providing a work environment that encourages mutual respect and is free of unlawful harassment, discrimination and bias. This policy applies to all persons involved in the operation of Discovery Point and prohibits unlawful harassment by any employee, including Center Directors and co-workers. The law also prohibits unlawful harassment by any employee towards customers, vendors, contractors and persons working or visiting on the Company's premises and third parties are prohibited from unlawfully harassing an employee.

Prohibited unlawful harassment includes, but is not limited to, the following: any harassment or use by employees of any derogatory epithet (whether verbal, written or gestural) based on race, color, creed, sex, religion, age, national origin or ancestry, physical or mental disability, medical condition (including pregnancy), genetic information, veteran status, or any other consideration made unlawful by federal, state or local laws; or sexual harassment, defined as:

- unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature; or
- any form of sexually offensive behavior including gender-based harassment of a person of the same sex as the harasser when;
 1. submission to the conduct is made a term or condition of the individual's employment
 2. submission to or rejection of the conduct by an individual is used for employment decisions affecting the individual, or
 3. such conduct has the purpose or effect of unreasonably interfering with employee's work performance or creating an intimidating, hostile, or offensive work environment

Any employee violating this policy will be subject to disciplinary action up to and including termination of employment.

If you believe that this anti-harassment policy is being violated, either with respect to yourself or with respect to another employee, you are strongly encouraged to report that belief immediately to the Center Director and/or Owner of the Center.

Upon notice of an employee's concern about being harassed, Discovery Point will act to stop any further harassment and to correct any effect of the harassment and will:

1. Inform the complainant of his or her rights and of any obligation to secure those rights.
2. Promptly investigate the complaint. The investigation will be immediate, thorough, objective and complete. We will make diligent efforts to interview all persons with information on the matter.
3. Take prompt and effective action to remedy/correct harassment.
4. Respond in a timely manner to any complaint of harassment, describing the disposition of the complaint and any action taken in resolution of the complaint.

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Retaliation Is Strictly Prohibited

In addition to prohibiting discrimination and harassment in the workplace, state and federal law also prohibits retaliation. One type of retaliation occurs when a company takes adverse action against an employee who complains about harassment or discrimination if such action may likely discourage a reasonable employee from making or supporting a claim of harassment or discrimination.

Harassment and discrimination may be based on a protected status as outlined in the Company Equal Employment Opportunity policy as well as protected activities such as testifying at or providing information related to a labor investigation, or whistleblower status. Examples of adverse action may include, depending on the circumstances, demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because they complained about harassment or discrimination, even if no harassment or discrimination ever happened. Discovery Point policy **STRICTLY PROHIBITS** any form of retaliation against an employee because they complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify management immediately.

Individual with Disabilities (For employers with 15 or more employees)

Discovery Point will comply with all federal and state laws concerning the employment of persons with disabilities. The Company will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Discovery Point will engage in an interactive process to determine if the Company can reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Contact the Center Director with any questions or requests for accommodation.

Individuals who are currently illegally using unlawful or prescription drugs are excluded from coverage under this policy.

Employment Categories

It is important that you understand the definitions of the employment classifications at Discovery Point and know your classification. The reason is because your employment classification helps determine your employment status and your eligible benefits. If you have questions, or are not sure what your employment classification is, see the Center Director or Owner.

These employment classifications do not guarantee employment with Discovery Point for any specific period of time. You became an employee at Discovery Point voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Discovery Point may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. If you are a non-exempt employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an exempt employee, you are excluded from specific provisions of federal and state wage and hour laws. Your exempt or non-exempt classification may be changed only with written notification by Discovery Point management.

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In addition being a non-exempt or exempt employee, you also belong to one of the following employment categories:

You are a **REGULAR FULL-TIME** employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the Discovery Point full-time schedule. Regular full-time employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at Discovery Point. In most cases, regular full-time employees are eligible for all Discovery Point benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a **PART-TIME** employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 30 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other Discovery Point benefit programs.

You are an **INTRODUCTORY** employee if your performance is being evaluated to determine whether further employment in a specific position or with Discovery Point is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

You are a **SUBSTITUTE** employee if you have an employment relationship with Discovery Point, but you are assigned to work on an irregular or unpredictable basis, or if you were hired as an interim replacement. Substitute employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Substitute employees are not eligible for other Discovery Point benefit programs.

Employment Applications

Discovery Point relies on the accuracy of information presented throughout the hiring process and employment period not only to hire the best qualified employees, but also to comply with state regulations regarding persons who cannot be employed in the child care industry. We expect the information in your employment application to be accurate.

Any misrepresentations, falsifications, or material omissions in written or spoken form may exclude an applicant from further consideration for employment. In addition, persons who have been hired based on misrepresentations, falsifications, or material omissions may be terminated.

Safety

Our workplace safety program is a top priority at Discovery Point. We want Discovery Point to be a safe and healthy place for employees, customers, and visitors. The Owner is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include Center Director-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the Center Director or Owner. If you violate Discovery Point safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it. It is very important that you tell the Center Owner immediately about any accident that causes an injury, no matter how minor it might seem at the time.

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When you report it quickly, we can investigate the accident promptly, follow the laws, and start any appropriate insurance and worker's compensation processing.

Workplace Violence Prevention

We are committed to preventing workplace violence and making Discovery Point a safe place to work. The information below explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, supervisor and any temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people.

Discovery Point does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence, or an act of violence by anyone to the Center Director or another member of management or Owner. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to the Center Director. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with the Center Director. Discovery Point wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

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Training

Training is a constant, never-ending process, developed through on-the-job assistance. Manuals at the front counter contain vital information about Discovery Point procedures and policies. The Director, Assistant Director, and Lead Teachers will work closely with you to explain and demonstrate your job and enable you to perform your job expertly and effectively. If you are unsure or have any questions regarding how to perform your job, it is your responsibility to ask Management.

State Requirements

Discovery Point Child Development Centers comply with all state requirements for teachers' training and education. Discovery Point requires that each teacher maintain first aid and CPR certification. Each state also requires an amount of child care related training at least every year. The staff orientation checklist provides a listing of Discovery Point requirements, as well as state requirements, for all management and staff. Discovery Point is required to provide evidence of compliance with these requirements to state child care licensing consultants. Upon hire or completion of new hire training, employees must submit a photocopy of any certificates, or other evidence of training to Management immediately.

New Teachers and Staff Members

New employees who do not hold current first aid and CPR certification, current child care training certificates, and all additional state required training shall participate in the proper courses within the first year of employment.

Acceptable training includes the following:

- Red Cross first aid and CPR
- Related workshops
- Planned conferences or seminars
- Training courses provided by accredited schools
- Child Development Associate Program
- Training courses approved by the Department of Human Resources or other state agency, including online courses.

Resources are provided for you to obtain all state required training. Teachers are required to pay for their own courses and training, if they choose to take courses outside of the center.

All Teachers and Staff Members

Discovery Point expects all Teachers and Staff Members to continually upgrade and improve their teaching techniques and abilities, over and above the state minimum requirements. The best methods include reading books and articles on child behavior and learning, taking classes pertaining to the field, discussing specifics with other teachers and Management, asking questions, attending staff meetings, and observing others carefully.

Yearly, all Teachers, Management, Staff, and Owners are required to reread all Discovery Point manuals pertaining to their jobs. All are required to sign a Verification Sheet attesting that they have reread all manuals and agree to follow and abide by all Discovery Point policies and manuals. These sheets must be completed by March 1st of each year.

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All Substitute Employees

Discovery Point will provide for substitute staff when regular staff is absent from work. Substitute employees will meet all state requirements applicable to substitutes.

Orientation

All new teachers, staff, and substitutes must be oriented in all state rules and regulations and all Discovery Point manuals before being assigned to children and their tasks. The Orientation Checklist for each employee specifies all state and Discovery Point requirements for continued employment at Discovery Point.

Work Schedules

Work schedules for employees vary throughout the organization depending on the needs of the Center. The Center Director will advise employees of their individual work schedules. Staff hours are staggered and schedules may be changed from time to time, based on the needs of the center's enrollment. For safety and security reasons, employees are not allowed access to the work facility and all work areas when they are not scheduled to work.

Work Hours

Although reasonable attempts will be made to schedule duty hours as conveniently as possible for each employee, the needs of Discovery Point must be of primary concern. Though each employee's schedule will remain fairly consistent from week to week, there will be times when schedules will be adjusted for changing conditions such as fluctuations in enrollment, and to keep the classrooms compliant with state ratios.. At such times, some employees' total hours may be reduced or increased as deemed necessary, and therefore cannot guarantee employees a certain set number of hours each week.

Hours Worked and Unauthorized Overtime

Any hours worked over 40 in a work week will be paid at 1.5 times your regular rate for the hours over 40 for non-exempt employees. Working overtime without authorization will be paid and addressed as a disciplinary issue.

The employee is paid only for the actual number of hours worked. Should it be necessary to close the Center early due to severe weather or other abnormal cause, employees will be paid only for actual time on duty unless they are classified as exempt employees under the FLSA regulations.

Breaks for Nursing Mothers

If you are a nursing mother and require breaks to express breast milk during the day, please contact the Center Director for information and to make arrangements to accommodate your needs.

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Workers' Compensation Insurance

Discovery Point provides a comprehensive workers' compensation insurance program to our employees.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell the Center Director or Owner **IMMEDIATELY** about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

When an employee is injured in a work related accident, a post-accident drug test must be conducted immediately after the accident, no later than 6 hours after the time of the accident. Refusal to submit to a drug screen may result in immediate termination.

You must see a company approved doctor for any work related injury or illness. The list of approved physicians is located in the laundry/utility room or other approved location at each Center. Your supervisor will advise you of that location on your first day of employment. If you have questions about the list of physicians, please contact the Center Director.

Military Leave

Discovery Point will follow any and all applicable federal and state laws concerning military leave. Generally, an employee returning from military leave is guaranteed reemployment and other rights as long as he or she complies with certain notification requirements, as required by federal or state law. When an employee must return to work after the completion of service depends on the duration of the military service.

Service members and their families will receive health benefits in accordance with federal and state law. Health care coverage may be available under USERRA or COBRA. Employees returning from military leave will resume health plan coverage without a waiting period or other exclusion.

The period of military duty will be counted as covered service for the purposes of retirement plan eligibility, vesting, and benefit accrual if these benefits are offered by Discovery Point. Discovery Point may not make plan contributions during a military leave. Upon reemployment, Discovery Point will restart contributions, and make up contributions that would have been made during your absence.

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Center Specific Policies for Franchises

Each franchisee should consult with a human resources professional or employment law attorney for information specific to the state that the center is located before including these policies in the employee handbook.

Introductory Period

Discovery Point has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Discovery Point is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Discovery Point also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

Discovery Point requests that an employee wishing to terminate employment with Discovery Point, submit a common courtesy 2 week notice of resignation.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date.

Personnel Data Changes

It is important that Discovery Point have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Center Director.

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Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Discovery Point.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Unauthorized or inappropriate use of Internet or computer equipment or any other company owned equipment
- Sexual abuse of a child or engaging in or permitting others to engage in sexually overt conduct in the presence of a child
- Theft or inappropriate removal or possession of property of Discovery Point, other employees or anyone else associated with Discovery Point
- Falsification of timekeeping records or any other information related to your employment
- Working under the influence of alcohol or illegal drugs
- 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
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas, including anywhere on any Discovery Point property
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials in the workplace such as explosives or firearms
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information about parents, children, or staff
- Sleeping on the job
- Violation of personnel policies
- Unsatisfactory performance or conduct

There are also State Childcare rules concerning the discipline of children. These rules are listed in the Termination section of this employee handbook. Violation of these rules will result in immediate termination.

Use of Company Property for Business Purposes

The Company will provide employees with the equipment necessary to perform their job duties. This equipment may include, but is not limited to, items such as: furniture, desks, storage areas (e.g., drawers, lockers, files, and cabinets), work areas, vehicles, computers, communication systems (including mobile phones and smartphones), electronic mail, instant messaging, text messaging and internet messaging systems, electronic bulletin boards, and other needed equipment. These assets are referred to collectively as "Company Assets."

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An employee may only use Company Assets, including computers and company information accessible through their use, for purposes authorized by the Company in connection with the employee's job duties. Company Assets should not be used for personal use.

Company Assets belong to the Company and the Company reserves the right, at any time and without notice, to access, inspect, inventory, or search any Company Asset. Items or information of a personal nature may be discovered in the course of any such exercise of the Company's rights if you use Company Assets for personal purposes. There is no right to privacy, and you consent to such access by accepting and using Company Assets.

Discovery Point Vehicles and Business Use of Personal Vehicle

Employees who operate Discovery Point vehicles must complete the Discovery Point Driver Certification Form. If driving a bus, each driver must maintain a "Class C" commercial driver's license as required by law.

Discovery Point will reimburse an employee for the use of the employee's personal vehicle when used specifically for company business purposes. The employee will be reimbursed for expenses based on mileage driven at the rate of 40 cents per eligible mile for authorized business travel. Eligible mileage will be considered the mileage exceeding the mileage the employee would normally drive, such as driving from home to work and returning home. The employee should submit reimbursement expenses monthly.

For emergency situations, the following vehicle procedures must be followed:

The driver must always have access to communications while driving the vehicle. The center must provide a mobile device (cell phone) for transportation purposes only. A designated cell phone must be available for the driver's use anytime the driver is driving the vehicle.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

In the event of the following possible emergency situations involving the Discovery Point vehicle, such as but not limited to:

Accidents

Regardless of who may be at fault in the event of an accident, the driver must never leave the scene of the accident.

- When transporting children the safety of the passengers comes first.
- Remain calm.
- Call 911 and request emergency assistance from law enforcement and to report the accident.
- Call the center immediately and report the status to center management.
- Do not attempt to remove children/passengers from the vehicle unless there is eminent danger.
- Follow instructions from emergency responders.
- The driver (or another representative from the center) must remain on scene to receive instructions on obtaining a police report.
- A copy of the insurance card and vehicle registration must be in the vehicle at all times. Make sure current copies are in the glove compartment of the vehicle, as well as in the transportation binder which must be in the vehicle anytime children are transported.

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Mechanical Breakdown- Center Transporting Children

- Whenever possible, always attempt to move the vehicle to a safe place, out of direct traffic.
- Remain calm, if transporting children, follow emergency procedures for an accident.
- Safety of passengers comes first.
- Call center management to report the situation and to request assistance.
- Driver and passengers will remain in the vehicle until given instructions or an all clear to unload the vehicle.
- Center management will follow up with sending alternate transportation for passengers and arranging for towing.

Mechanical Breakdown- Accident: No Children in Vehicle

Should a mechanical breakdown or accident occur during a time when there are no children on the bus, the following protocol should be followed (weekends, after hours, etc.):

- Move the vehicle to the shoulder of the road or into a safe parking lot or side street out of line of direct traffic.
- Driver remains calm and stays with the vehicle.
- Do not leave the scene of an accident or abandon the vehicle until you have made contact with the center manager for instructions.

Company Computer Network, Email and Communications Systems

The Company's computer network, email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems are to be used for business-related purposes and only to transmit and receive business information. The Company treats all messages sent, received, or stored in its email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems (collectively "Communications") as property of the Company.

The Company has the capability to access, review, copy, and delete any communications sent, received, or stored on the Company's computer network, email system, electronic and internet resources, and on the message recording and storage systems of Company-issued mobile phones. The Company reserves the right to access, review, copy, or delete all messages stored on any issued Company phone, or to search any Company property for any purpose. The Company may disclose any information discovered to any party (inside or outside the Company) that it deems appropriate. By using Company Communications systems, you agree that you have no reasonable expectation of privacy in relation to such usage or any items or information stored in Company Communications or in the Company Communications network.

Use of the email system to copy and/or transmit any documents, software, or other information protected by copyright or other intellectual property laws is prohibited, and will result in disciplinary action. Company-issued mobile devices likely contain GPS tracking devices that permit tracking of the location of our Company property and Company employees. Employees are prohibited from disabling or interfering with any function (including the GPS tracking device) of a Company-issued mobile phone. During an employee's scheduled working hours, the Company reserves the right to monitor the geographic location of any Company-issued electronic device. Accordingly, any employee who is issued Company-provided mobile devices understands that GPS technology may be used to track his or her whereabouts during his or her scheduled working hours.

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Use of Telephones

The Discovery Point telephone system is provided for business use only. When personal calls are absolutely necessary, please make those calls as short as possible to keep the lines open for business calls.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. When callers contact the Center by telephone, they deserve a prompt, pleasant, and courteous response.

Discovery Point Center employees may not use personal cell phones or other personal electronic devices during work time. Employees may use their personal cell phones on their break and lunch periods, but may only use them outside the work facility (i.e., parking lot). Employees are prohibited from using cell phones (even with hands-free devices) while operating a company, personal or rented vehicle for company business. This also applies to sending, composing, or reading text messages on devices of any type. Employees who make or receive an excessive amount of personal cell phone calls or text messages will be subject to disciplinary action up to and including termination.

Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about Discovery Point. Personal appearance can also impact the morale of your co-workers.

The public image of each Discovery Point Center is greatly affected by the personal appearance of its employees. Staff members are to dress appropriately and to maintain good grooming habits. All employees are required to wear apparel displaying the Discovery Point name and logo. Discovery Point apparel instantly identifies Management and Staff to all children, customers, and visitors.

Depending upon the season, employees must wear Discovery Point clothing, which consists of: T-shirt, sweat shirt, polo shirt, sweater, jacket or smock, as selected by the Owner. The employee may select coordinating black or khaki colored slacks or skirt; jeans are prohibited. Capris or Bermuda shorts may be worn in the summer months if authorized by the Center. All shoes should be closed toe, closed back shoes.

Although name badges may be required in some centers, badges with the employee's name and Discovery Point name are not an acceptable alternative for approved attire. Clothes that allow free movement are recommended.

Tattoos must be covered and/or not visible. Only ear piercing or religious piercing allowed.

Certain clothing is unacceptable, including the following:

- No jeans, shorts, or sweats are permitted, except on special field trips, or authorized by the Center.
- Mini-skirts, halter tops, bare midriffs, clothing with inappropriate graphics or designs, or similar items of clothing are not acceptable dress for the childcare setting.
- High heels, "flip-flops", and open-toed shoes are not allowed.

If you need guidance in determining the proper work attire for a childcare center, you should consult with the Center Director.

Where necessary, Discovery Point may make a reasonable accommodation to this policy for a person with a disability or for religious reasons.

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Smoking

To provide a safe and healthy work environment, Discovery Point prohibits smoking throughout the workplace and anywhere on the Discovery Point property and premises, including cars within the parking lot area.

“Third-hand smoke” is residual contamination from cigarette smoke toxicants that can linger on surfaces long after cigarettes have been extinguished. Infants and children are especially susceptible to third-hand smoke exposure because of their immature respiratory and immune systems. Child care providers with third-hand smoke on their clothing thus inadvertently jeopardize the health of infants and children who come in contact with them. We respectfully request that you refrain from wearing clothing that is contaminated with third-hand smoke.

This policy applies equally to all employees as well as to our customers and visitors.

Drug and Alcohol Use

All employees are prohibited from doing any of the activities listed below, at any time during working hours (including meal and break periods), while on Discovery Point property (leased or owned), or while performing work related duties (whether on or off Company property):

1. Possessing or using alcohol
2. Possessing or using illegal drugs
3. Being under the influence of alcohol, a controlled substance or an illegal drug
4. Driving a Company vehicle or driving a personal vehicle for Company business while under the influence of alcohol, an illegal drug, or controlled substance
5. Distribution, sale or purchase of an illegal drug or controlled substance

The above prohibitions do not include the proper use of prescribed medications, provided that the employee complies with their physician's orders and the employee's use of the prescription medication does not create a safety hazard for the employee or other Company employees.

The Company reserves the right and hereby notifies all employees that the Company may conduct drug testing at any time in accordance with both federal and state laws. The Company will keep the results of any required drug testing confidential. If you have a work-related injury or illness, a drug test will also be required. If you refuse to be tested for drugs or alcohol, you will be subject to disciplinary action, up to and including termination of employment.

Any employee who violates this policy is also subject to discipline, including termination.

If you have questions or concerns about substance dependency or abuse, you are encouraged to use the Employee Assistance Program. Our Employee Assistance Program (EAP) can give you confidential counseling and referral services with problems such as drug and/or alcohol abuse or addiction. It is your responsibility to ask for assistance from the EAP before Discovery Point has to take disciplinary action because of your judgment, performance, or behavior. While we support you using the EAP to get help, we may still take disciplinary action, up to and including termination of employment.

If you have questions or concerns about substance dependency or abuse, you can discuss these matters with the Center Director to get help and referrals to community resources.

State Law requires Discovery Point report employee drug and alcohol convictions. You must report any drug related convictions within 5 days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with the Center Director or the Owner without fear of reprisal.

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Personal Relationships in the Workplace

The employment of relatives, married couples or persons involved in a romantic relationship may cause conflicts, raise issues of favoritism and damage employee morale.

A “relative” is any person who is related to another employee by blood or marriage. A relative is also any person who is related to another employee by law, for example, by adoption, guardianship or as registered domestic partners.

A “romantic relationship” is one that could be reasonably expected to become a close consensual or sexual relationship regardless of the gender or sexual orientation of the employees involved. “Dating” is included in the definition of “romantic relationship.”

A Center Director may not oversee a related employee. An employee in a “romantic relationship” may not be supervised by the romantic partner. A Center Director involved in a “romantic relationship” with another employee or applicant must immediately disclose the relationship to management. A Center Director who is related to another employee or applicant must immediately disclose the relationship to management. A Center Director who fails to follow this policy of disclosure can be disciplined or terminated.

Related or romantically involved employees who are employed in a supervisor/subordinate positions have ten (10) working days to decide which employee will transfer to an available position or resign.

Related or romantically involved employees in any position, who Discovery Point determines have raised a conflict of interest or potential conflict of interest, shall have ten working days to decide which employee will transfer to an available position or resign.

If the employees involved are unable to agree which employee will resign or transfer, Discovery Point will transfer, or when no position is available, terminate, one of the employees involved.

Discovery Point shall decide whether a transferring employee is qualified for the new position.

Employees in a romantic relationship shall refrain from displays of affection or excessive conversation during work hours, at company functions or on company property.

Romantic relationships between teachers, employees and/or parents are strongly discouraged. If such relationships should arise, it is the employee’s responsibility to disclose to management.

It is in the best interest of teachers, children, and the center that a teacher is not permitted to work in the same classroom as their child. Thus, reducing conflicts of interest and issues of favoritism to arise.

This policy is designed to provide safeguards so that the workplace is not compromised by interpersonal relationships. This policy does not prohibit and will not be enforced in any manner which could interfere with, restrain, or coerce employees from engaging in concerted activities including the right to discuss terms and conditions of employment.

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Social Media

This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all **Discovery Point** (Company) “users.” The term “Discovery Point” or the “Company” as used in this Policy includes without limitation Discovery Point Franchising, Inc., Dialex Corp., and any other entity operating under the general Discovery Point name. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by the Company at any time, for any reason, without notice to users.

For purposes of this policy:

The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Myspace, Twitter, YouTube or others.

The term “users” refers to employees, directors, volunteers, interns, and any other person(s) connected in any way with the Company.

Exercise Responsibility Online

You are personally responsible for any of your social media activity conducted with a Company email address or on a Company website or page, and/or which can be traced back to a Company domain, and/or which uses the Company’s Information Systems and/or which expressly or implicitly identifies you as an employee of the Company or in any way affiliated with the Company.

If from your post in a blog or elsewhere in social media it is clear you are a Company employee, or if you mention the Company, or it is reasonably clear you are referring to the Company or a position taken by the Company, and you express a political opinion or an opinion regarding the Company’s positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not the Company’s position. This is necessary to preserve the Company’s good will in the marketplace.

Follow Existing Policies and Terms of Use

Observe and follow (i) existing Company policy and agreements, such as our Employee Handbook and your Employment Agreement(s) with the Company, if applicable, (ii) the policies of the particular online/social networking venue, and (iii) applicable law. This means that you are prohibited from using social media to post or display comments about coworkers or supervisors or the Company that are vulgar, obscene, threatening, intimidating, or a violation of the Company’s workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. Thus, the rules in the Company’s Employee Handbook, including its Electronic Communication Policy (if the Company currently has such a Policy in place) and anti-harassment and discrimination policies apply to employee behavior within social media and in public online spaces.

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to as “Terms of Use.” You must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

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Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum, is impermissible if expressed through social media.

Recognize Others' Privacy

Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is a good practice to be courteous and first obtain his or her consent.

It also is inappropriate to use or disclose personal information (as explained below) about another individual or use or disclose the Company's confidential or proprietary information in any form of social media. For purposes of this Policy, personal information means an individual's Social Security number, financial account number, driver's license number, medical information (including family medical history) and other highly sensitive information, as well as, if applicable, information covered by the Company's written information security program. Company confidential or proprietary information includes but is not limited to internal information regarding the Company's finances, future business performance and business plans, business and brand strategies, and information which is or relates to Company trade secrets. All Company rules regarding Company confidential or proprietary information and personal information, including, as applicable, the Company's written information security program, apply in full to social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail, also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to the Company's business, and ultimately you and/or Company being sued by an individual, other businesses or the government.

Before posting any online material, ensure that the material is not knowingly false; instead, try to be accurate and truthful. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false.

Before posting a comment or responding to a blog, think before sending. If you are unsure about the effects of the post or other online action, you may wish to reach out to your supervisor for some assistance, particularly when unsure about a response to another employee or a client.

Use Your True Identity

When participating in any social media, we suggest that you be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting any Company product or service on any form of social media, you must clearly and conspicuously disclose your relationship with the Company to the members and readers of that social media.

Do not use your own personal online relationships or the Company's network to influence polls, rankings, or web traffic. This is called "astroturfing" or "sock-puppeting" and is highly unethical. You are not to use the size and breadth of the Company network to unduly influence polls, rankings, or web traffic where said traffic is a measure of success or popularity of a particular political opinion.

Manage Your Expectation Of Privacy

Consistent with the Company's Electronic Communications Policy, the Company may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when we deem it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspects of your use, including the websites you visit and other Internet/Intranet activity. The reasons the Company accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

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Interact On Your Time

The Company respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect the Company's interests and to oversee employees' focus on their job duties, employees must avoid use of social media during work time or at any time with the Company equipment or property which adversely affects work performance.

Avoid Personal Attacks, Online Fights, And Hostile Personalities

If a blogger or any other online influencer posts a statement you disagree with, you can voice your opinion, but we suggest that you do not escalate the conversation to a heated, personal argument. Speak reasonably, factually, and with good humor. Try to understand and credit the other person's point of view. Additionally, avoid communicating with hostile personalities in an effort to avoid personal, professional, or credibility attacks.

Identify Any Copyrighted Or Borrowed Material With Citations And Links

When publishing any online material through social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

Should you have any questions about this policy, please see the Center Director or Owner.

Time Reporting

Accurately recording time worked is the responsibility of each employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Time reporting rules must be observed. You must sign your time card or time card report at the end of the week.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

PAYROLL TIME REPORTING GUIDELINES

All employees must properly record their time to indicate the time they start and stop working. The Center Director will instruct you on the time reporting procedures.

EVERY EMPLOYEE MUST OBSERVE THE FOLLOWING TIME REPORTING RULES:

1. Be ready to work at your assigned start time. Sign out for lunch or any period you do not work, except for break times. Sign back in after lunch. Sign out at the end of your assigned time.
2. You must only report your time worked. Employees are not allowed to report time for other employees.
3. You are expected to work the assigned schedule as shown on the approved schedule. Any deviation from this schedule may result in disciplinary action.
4. Do not sign in more than 7 minutes before your assigned starting time, and do not sign out more than 7 minutes after your assigned ending time, unless special time has been approved by the Center Director or Owner.

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5. Any special time, overtime, or any changes to your schedule must be approved by Management.
6. If you fail to sign in or out at any time, contact the Center Director immediately. Do not wait until the end of the week. You are responsible for your own time reporting. Every time you sign in or out, be sure that your time is correct. If there is a problem, notify the Center Director or Owner immediately. Failure to follow these instructions can keep you from being paid properly. Overtime work must always be approved by Management BEFORE it is performed. If corrections or modifications are made to the time reporting, Management must verify the accuracy of the changes. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including termination of employment.

Overtime

There may be times when Discovery Point cannot meet its operating requirements or other needs during regular working hours. If this happens, we may request employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the Center Director or Owner. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. **Overtime hours are any hours above the 40 regular hours worked each week.** Overtime pay is based on the actual hours worked. For this reason, time off for PTO and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

If you do not work scheduled overtime, or if you work overtime without first getting your Center Director's or Owner's approval, you may be subject to disciplinary action, up to and including possible termination of employment.

Meal Periods

Full-time employees are normally provided with one meal period each work day, depending on the staffing needs of the Center. Management will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Employees are encouraged to seek relaxation in addition to their meal and are free to leave the Discovery Point Center. Employees are not allowed in other classrooms during their lunch breaks. Visiting in other classrooms interferes with the adherence to that classroom's schedule and activities. No employees are allowed into the infant rooms to visit, unless the employee's child is in one of the infant rooms. Employees are provided with a designated employee break area, and are encouraged to either utilize the predefined break area or leave the center during their break periods. Employees are not permitted to "rest" in classrooms that are not in use.

Employees should not be at the Front Counter during lunch break. Regular center business is being conducted during lunch time, and Management has difficulties in answering phones, conducting tours, etc., when employees are talking and visiting in the Reception Area.

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Attendance and Punctuality

To maintain a safe and productive work environment, Discovery Point expects employees to be reliable and punctual for scheduled work. Absenteeism and tardiness place a burden on other employees and on the employer.

The regular attendance of staff is not just an administrative concern. The well-being of children placed in Discovery Point's care depends upon the security of an environment that remains constant from day to day.

Staff must be in their classrooms on the job and ready to perform assigned jobs at the starting time of the assigned shift. Employees who walk through the door of the Center at starting time will be considered late for work. An employee is required to notify Management immediately if another employee who is due to take over the responsibilities of the classroom has not arrived on time.

If you knowingly have a contagious disease or present symptoms of fever or diarrhea, you should not report to work. You should provide the Center Director at least one day's notice, when possible, of your inability to report to work the next day. Discovery Point may require a doctor's certification that you were unable to work due to illness. Except for obvious cases, such as serious injuries or extended illnesses, you should contact the Center Director before 6:00 P.M. each day off to give status of probability of returning to work the next day.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment. A single absence or tardiness without proper justification is considered by Discovery Point to be excessive. Extended periods of time off (time off exceeding two days) must be requested a minimum of two weeks in advance unless a physician certifies, in writing, that the employee was sick and unable to perform the duties required. Discovery Point cannot guarantee the same position, duty hours, or work days for any employee returning from any extended time off unless the absence falls under the guidelines of the Family Medical and Leave Act.

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Progressive Discipline

Discovery Point supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Discovery Point reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are: whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Discovery Point's progressive discipline process:

- **Verbal warning:** A Center Director or Owner verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that the Center Director or Owner considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Suspension and Final Written Warning:** There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the Center Director or Owner may suspend the employee pending the results of an investigation.
 - Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager.
 - Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Non-exempt/hourly employees may not substitute or use an accrued paid time off (PTO) sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues.
 - Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.
- **Recommendation for Termination of Employment:** The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Discovery Point will try to exercise the progressive nature of this policy by first providing warnings, final written warning, and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Discovery Point reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by Center Owner.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Discovery Point and its employees.

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Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

Employees who do not present this information during any of the step meetings will have five business days after that meeting to present information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation confirming receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Discovery Point reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Emergency Closings/Inclement Weather

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at Discovery Point. We may even have to close the Center. In the case of severe weather, never assume that the Center is closed; contact the Center Director or Owner to confirm.

When we are officially closed due to emergency conditions, non-exempt employees will not be paid for the time off. However, you may request to use any available PTO. Exempt employees, as required by law, will be paid if the office is closed due to emergency conditions.

Security Inspections

Discovery Point wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of these materials on our premises is prohibited, unless the possession, transfer, sale, or use of these materials is protected by federal or state law.

We may provide you with desks, lockers, and other storage devices for your convenience, but these are always the sole property of Discovery Point. Because they are our property, we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice. We may also inspect any items that we find inside them.

Employees are required to store their belongings in a secured place, not accessible to children.

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Solicitation

Discovery Point does not allow visitors or employees to solicit or distribute literature during work time for any reason. We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods, work breaks, or any time when you are not scheduled to be working.

Employees may not put information on our bulletin boards or in work areas at any time. The bulletin boards are reserved for official Discovery Point communications such as required federal and state postings.

Outside Employment

You can be employed with another employer while you are employed with Discovery Point as long as you can satisfactorily perform your Discovery Point job and the other job does not interfere with our scheduling demands. Your employment with Discovery Point should be your primary responsibility. Outside employment should be discussed with the Center Director and fully disclosed to avoid any conflict of interest. Outside employment will not be considered an excuse for poor performance, absenteeism, tardiness, or refusal to work overtime.

We hold all employees to the same performance standards and scheduling expectations regardless of other jobs. In order to remain employed at Discovery Point, we will ask you to terminate your other employment if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have other employment that is a conflict of interest with Discovery Point. Also, you may not get paid or get anything in return from a person outside Discovery Point in exchange for something you produce or a service you provide as part of your Discovery Point job.

Employment Inquiries

To ensure that individuals who join Discovery Point are well qualified and have a strong potential to be productive and successful, it is the policy of Discovery Point to check the employment references and background checks of all applicants. All inquiries must be in writing.

Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Jury Duty

Discovery Point encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons.

You will be paid the difference between jury duty pay and your regular pay when you serve on jury duty.

If you get a jury duty summons, show it to the Center Director as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

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Either you or Discovery Point may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Discovery Point.

If Discovery Point provides health insurance benefits, then subject to the terms, conditions, and limitations of the applicable plans, Discovery Point will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Your PTO benefits will continue to accrue during unpaid jury duty leave.

Time Off to Vote

Employees are encouraged to participate in the political process by voting in public elections. In general, an employee who wishes to vote is expected to do so before or after the scheduled shift. However, Discovery Point understands that there may be times when your work schedule might not leave you enough time outside of your work time to vote. If, on the day of any municipal, county, state or federal political party primary or election in which you are qualified and registered to vote, the polls open less than two hours before the start of your shift and close less than two hours after the end of your shift, you will be permitted to take, as necessary, up to two hours off work to vote.

To be granted time off to vote, you must provide reasonable advance notice to the Center Director or Owner. In order to provide you with sufficient time to vote while minimizing business disruption, the Center Director will specify the particular hours you may take off work to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Discovery Point. Unscheduled short term leave without pay is disruptive to the Company's staffing goals, so requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks.

Employees must have been employed for at least 6 months before being eligible for a personal leave of absence. You are required to use any available PTO before beginning a Personal Leave of Absence.

When an employee is ready to return to work following a leave of absence for illness or injury, a written release from the treating physician must be provided to the employee's Center Director or Owner.

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Family and Medical Leave

(ONLY FOR EMPLOYERS WITH 50 OR MORE EMPLOYEES WITHIN A 75 MILE RADIUS)

Qualifying for FMLA Leave

Discovery Point will provide qualified employees with leave in accordance with the law.

To qualify for unpaid leave under the Family Medical Leave Act (FMLA) an employee must meet **all** of the following requirements:

1. Worked for the Company for at least 12 months;
2. Worked at least a total of 1,250 hours in the 12 months preceding the date of the requested leave; and
3. The requested leave is for one or more of the following reasons:
 - Birth of a child to the employee or to the employee's spouse.
 - Placement of a child with the employee for adoption or foster care.
 - To care for a spouse, child, or parent who has a serious health condition.
 - A serious health condition of the employee.
 - To care for a spouse, child, parent, or next of kin who is a covered military service member and who is undergoing medical treatment, recuperation, or therapy or is in outpatient status or is otherwise on the temporary disability retired list for an injury or illness incurred while on covered active duty and that may render the service member unfit to perform the duties of his or her office, grade, rank, or rating.
 - To care for a veteran undergoing treatment who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the 5 years preceding the date they undergo medical treatment, recuperation, or therapy, for a serious injury or illness. To be covered, the injury must have been incurred in the line of duty or existed before the beginning of the member's active duty and been aggravated by service in the line of duty and manifested itself before or after the member became a veteran.
 - Qualifying exigency arising out of the fact that the employee's spouse, parent, or child is on covered active duty or has been notified of an impending call or order to covered active duty, requiring deployment to a foreign country.

If you are unsure whether your situation or a covered family member's situation qualifies you for leave, please contact the Center Director for assistance.

Requesting FMLA Leave

You must provide at least 30 days' advance notice or as much notice as possible before your FMLA leave is anticipated to begin if the need for the leave is foreseeable. The notice should be provided in writing, if possible, and should include the reason for the leave, the date the leave will begin and the anticipated duration of the leave.

Discovery Point will make every effort to respond to requests for FMLA leave within five calendar days.

Discovery Point cannot, however, approve the requested leave unless you provide sufficient information to allow the Company to determine whether your requested leave qualifies for FMLA protection.

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After your request for FMLA leave is reviewed, Discovery Point will inform you whether you are eligible under the FMLA, whether your proposed leave will be designated as FMLA-protected and the amount of leave that will be counted against your FMLA leave entitlement. If you are not eligible under the FMLA, the Company will provide you with a reason for your ineligibility.

Certification Requirements

You must provide Discovery Point with medical certification from a healthcare provider each time you apply for FMLA leave to care for your own serious health condition or that of a family member. You must cooperate with the Company and provide medical or other documentation in a timely manner. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. Discovery Point is *not* requiring or requesting any information prohibited by law.

After you provide medical certification of your need for leave, Discovery Point may request a second opinion. In this case, Discovery Point may require you or a covered family member to be examined by a healthcare provider selected by the Company, at the Company's expense. Additionally, Discovery Point reserves the right to request periodic recertification supporting your need for leave.

You are also required to provide certification when requesting FMLA qualifying exigency leave or military caregiver leave. For details and assistance, please consult with HR Strategies.

Amount and Timing of Leave

FMLA provides eligible employees with up to 12 workweeks of unpaid leave in a 12 month period (or up to 26 workweeks of unpaid leave in a single 12 month period to provide care to a covered family member who becomes ill or is injured in covered military active duty). FMLA leave may be taken on an intermittent basis or on a reduced time schedule when medically necessary. If intermittent leave is required, this need should be outlined in the certification from your healthcare provider. Regardless, the leave may not exceed a total of more than 12 workweeks in a leave year (except for military caregiver leave). The duration and frequency of leave is determined by you or your family member's healthcare provider. You are required to make reasonable efforts to schedule planned leave for medical treatment so as not to unduly disrupt the Company's operations.

Benefits during FMLA Leave

You may elect to use accrued paid leave (such as sick leave), if available, for some or all of your otherwise unpaid FMLA leave. Since FMLA is unpaid, any income received through sick leave, vacation, or disability payments will run concurrently with FMLA. Use of paid time off benefits will not extend the total time available for leave beyond 12 weeks.

If you receive group insurance benefits, they will continue during your FMLA leave provided you continue to pay your share of the premium, if applicable.

Returning to Work

At the conclusion of FMLA, you will be restored to the same job or an equivalent position with equivalent amount of pay and benefits. Previously accrued benefits will not be forfeited; however, seniority or additional benefits will not accrue during the absence.

If you take FMLA leave in connection with your own illness or injury, you must obtain a "Release to Return to Work" form from the attending physician prior to returning to your regular duties. This form must be returned to the Center Director or the Company designee at the time you return to work.

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Paydays

Each Discovery Point Center determines its own pay periods. Some centers pay weekly, while others pay bi-weekly.

For centers paying weekly, there are 52 pay periods per year. Newly hired employees will not receive a paycheck at the end of their first week of employment. All earnings will be paid on Friday for the previous week's work.

For centers paying bi-weekly, there are 26 bi-weekly pay periods per year. Newly hired employees will not receive a paycheck on the first pay date after employment. All earnings will be paid on the center's second scheduled pay date after employment.

Paychecks will not be distributed to anyone other than the employee without written permission. Paychecks not cashed or deposited within 30 days will be voided.

Each employee is responsible for knowing the center's payroll dates and procedures.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday. Pay advances and extensions of credit on unearned wages are not allowed. If you are on vacation on payday, you will get your paycheck when you return. If you believe there is an error in your paycheck, please contact your Center Director or Owner so it can be corrected as soon as possible.

Discovery Point has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account if you authorize it. On paydays, instead a check, you will get a statement explaining how much you were paid and all the details.

Pay Deductions

Laws require Discovery Point to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

Discovery Point also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

We may have to take a "pay setoff" from your paycheck. Pay setoffs mean that Discovery Point must deduct money from your paycheck to pay off a debt you owe us or someone else.

If you have questions about your paycheck, see the Center Director or Owner.

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Employee Benefits

Discovery Point gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, and unemployment insurance. There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See the Center Director or Owner to find out which benefit programs apply to you.

The following benefit programs are available to eligible employees:

- Life Insurance
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Supplemental (Accident and Critical Illness)
- College Savings Plan
- Employee Assistance Program
- Direct Deposit
- Holidays
- Personal Time Off
- Child Care Benefits

Holidays

Discovery Point gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

Eligible employees will be paid for holiday time off except for the day after Thanksgiving which is an unpaid holiday. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by 8 hours for full time employees, and by 6 hours for part time employees.

Regular full-time and regular part time employees are eligible for holiday time off with pay once they have completed 30 calendar days of service. Temporary employees and substitute employees are not eligible for holiday pay.

If you are eligible for paid holidays, you must also work both the last scheduled work day immediately before the holiday and the first scheduled day immediately after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay (8 hours regular pay) plus their wages at their straight-time rate for the hours they worked on the holiday. We do not count holiday paid time off as hours worked when calculating overtime. Any hours worked over 40 hours in that week will be paid at the overtime rate of one and one half times the regular rate of pay.

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PTO (Personal Time Off) Benefits

Discovery Point offers Personal Time Off with pay (PTO) to eligible employees. Employees who work at least 30 hours per week receive PTO according to the following schedule:

- At least 1 year of service: 40 hours
- At least 5 years of service: 80 hours

You receive your PTO on the anniversary date of your employment. Substitute and temporary employees are not eligible for PTO benefits.

Requesting PTO in Writing

Employees should request PTO in writing, at least two weeks in advance. No two employees from the same department or classroom may have PTO during the same week. Seniority and date of request will determine dates for PTO.

PTO Pay

PTO pay will be calculated based on the employee's straight-time pay rate (in effect when vacation benefits are used) times the number of hours the employee would otherwise have worked on the days of absence. PTO benefits for salaried employees will be based on their normal wages. PTO is not prorated for periods of less than one year.

Unused PTO

An employee who leaves Discovery Point after completing at least one year of continuous service and who leaves in good standing, with at least two weeks of written notice, may be paid for earned and unused PTO.

Termination due to lack of work, disability, retirement, death, or substandard performance does not disqualify an employee for earned and unused PTO.

Termination resulting from theft, misconduct (i.e., insubordination, willful neglect of duty, violation of company policy, etc.) and termination where the employee failed to give the company proper notice of resignation may disqualify an employee from receiving pay for PTO earned.

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Child Care Benefits

Discovery Point provides child care assistance to all eligible employees as a benefit of employment. Discovery Point will subsidize 33 percent of normal tuition fees. Multi-child discounts do not apply to employees' children. Because of the extended and irregular hours required by Management, Discovery Point will subsidize 100 percent of their children's tuition fees. Employees may qualify for a federal tax credit for of tuition fees; the exact percentage depends on the federal tax code.

All employees must adhere to the same enrollment and attendance policies that regular customers observe. Employees' child care tuition will be deducted directly from pay checks.

Facility hours are compatible with work schedules. Therefore, child care services for employees' children are limited to no more than the daily hours that the employee works. Employees receive discounted tuition rates for this reason. When the employee leaves at the end of her regular work shift, the child must leave with the employee. Employees are not required to take the child off the premises during the regular lunch break. For child care beyond the employee's working hours, the employee will be charged the non-discounted rate. If the employee is sick and the children attend, regular rates will be charged.

The employee will be charged the full rate for special optional services, including breakfast, tickets, field trips, music, gymnastics, etc.

Calculating Child Care Discounts for Part-Time Employee Children

For part-time employees' children, an hourly rate for child care is determined using the following calculation:

Determine the Center's weekly tuition rate for the child's age group.

Divide the Center's weekly rate by 40 hours to arrive at an hourly rate.

Multiply that hourly rate by 67% to determine the discounted hourly rate.

Multiply the discounted rate by the number of hours the employee works.

If an employee has multiple children attending the Center, follow the same discount procedure to determine tuition rates for each additional child. Multiple child discounts do not apply to employees' children.

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Employment Termination

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.

We will usually schedule an exit interview if you terminate. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to Discovery Point, or return of Discovery Point-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with Discovery Point is voluntary and at will, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Discovery Point may terminate your employment at any time, with or without cause or advance notice.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

Reasons for immediate termination include violation of the State Child Care Licensing Rules on the discipline of children:

(1) Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the center shall not be detrimental to the physical or mental health of any child.

(2) Personnel shall not:

- (a) Physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the center;
- (b) Inflict corporal/physical punishment upon a child;
- (c) Shake, jerk, pinch or handle a child roughly;
- (d) Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family;
- (e) Isolate a child in a dark room, closet or unsupervised area;
- (f) Use mechanical or physical restraints or devices to discipline children;
- (g) Use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent;
- (h) Restrict unreasonably a child from going to the bathroom;
- (i) Punish toileting accidents;
- (j) Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
- (k) Force or withhold naps;
- (l) Allow children to discipline or humiliate other children;
- (m) Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat;
- (n) Commit any criminal act as defined under federal or state childcare regulations in the presence of any child enrolled in the Center.

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Adverse Impact Policy

Discovery Point has implemented numerous policies that are designed to achieve important business objectives. We recognize, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If you feel that one of our policies adversely impacts you due to your unique circumstances (e.g. your membership in one of the “protected classes”), you may seek accommodation regarding such policy. The procedure to seek this accommodation is as follows: Deliver to the Center Director documentation, which identifies (1) the policy at issue; (2) the reason why the policy, as it applies to you, creates an adverse impact on you; and (3) the accommodation that you request to avoid this adverse impact.

Examples of “protected classes” include, but may not be limited to race, color, creed, sex, religion, age, national origin or ancestry, physical or mental disability, medical condition (including pregnancy), genetic information, or veteran status.

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Employee Acknowledgement Form

The employee handbook describes important information about Discovery Point. I understand that I should consult the Center Director if I have any questions that are not answered in the handbook.

I became an employee at Discovery Point voluntarily. I understand and acknowledge that there is no specified length to my employment at Discovery Point and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Discovery Point may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Discovery Point will not change or cancel its employment-at-will policy. I understand that Discovery Point may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the President/CEO of Discovery Point or by the Center Owner depending on the policy.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____