



Odyssey Early Learning, LLC

Personnel Policies

Updated 1/17/2020

Relations

Employees of Odyssey Early Learning, LLC must establish professional relationships with students, co-workers, and parents while employed. Quality customer service and teamwork is imperative in order to build strong relationships. Employees are encouraged to greet parents, students, and co-workers by first name at each encounter, and have professional conversations that relate to the child's health and education. However, proper supervision of the classroom is always your priority. Refer to the Odyssey Early Learning, LLC "Customer Service Policy" for more details.

Time Keeping

Maintaining accurate time records is essential to monitoring program efficiencies and often times necessary when investigating an incident. It is a minimum standard requirement as well as policy set forth by Odyssey Early Learning, that all team members, including site directors and operators, hourly and salaried, clock in and out while performing assigned or approved work duties on premises.

Adopting and Amending Policies

In most cases, management of Odyssey Early Learning, LLC will give employees 30 days to adjust to newly adopted or amended policies. However, in the event that the safety of the children is at risk, a smaller time frame may be given. Employees will be notified of policy changes by staff meeting and/or memos. A new acknowledgement form will be signed for each new policy implemented.

Employment

Employment at Odyssey Early Learning, LLC is an "at-will" relationship. Per Texas law, an employer and/or an employee may end the relationship at any time without cause.

Non-Discrimination Statement

While employed at Odyssey Early Learning, LLC, employees will not discriminate against children, parents, or co-workers for any reason, including but not limited to race, color of skin, religion, creed, gender, disability, military status, or national origin. Any actions that can be perceived as discrimination will result in immediate termination of employment at the management's discretion.

Employee Classification

Unless otherwise noted, all employees at Odyssey Early Learning, LLC are hourly, non-exempt employees as outlined in the Fair Labor Standards Act.

Assignments and Appointments

Each employee is given assignments based on skills and training. All assignments are contingent on the children currently enrolled in the program and are subject to change when needed to meet ratios, and health and safety standards.

From time to time employees may be asked to cover different positions within the school. The temporary assignment does not guarantee a pay increase or future promotions. No employee is guaranteed full time assignments or hours.

Resignations

If an employee chooses to resign from Odyssey Early Learning, LLC, a two-week notice is requested so that a proper replacement can be found for the health and safety of the children. Employee must complete the Odyssey Early Learning, LLC Resignation Form. If the employee fails to give a two-week notice, or does not work out their two-week notice, their final paycheck may be paid at minimum wage. If Odyssey Early Learning, LLC feels that the presence of the employee would cause a disruption to the organization, the employee may be asked to resign, effective immediately. The moment an employee resigns from Odyssey Early Learning, LLC, all Paid Time-Off, Holiday Pay and Bonuses issued to the employee are forfeited and Paid Time-Off cannot be used during the remainder of their employment. The cost of CPR/First Aid certification and FBI fingerprinting may be deducted from the final paycheck if the employee has worked less than six months.

Former Employees

In order to maintain a calm and consistent atmosphere for all current children and staff, former employees of Odyssey Early Learning, LLC will not be allowed to visit the program during operating hours.

Health and Safety

While employed at Odyssey Early Learning, LLC, employees will always keep the health and safety of all children, parents, and co-workers as a priority. Listed below are examples of health and safety practices that must be followed at all times:

- Washing staff and children's hands as outlined in the Texas Minimum Standards for Child Care Centers
- Wearing gloves when handling bodily fluids
- Making others aware of freshly mopped floors
- Always ensuring another staff member is present when monitoring students on the playground
- Never leaving the threshold of a room when in charge of a group of students
- Always being in visible proximity of all students in care
- Following child/staff ratios as outlined in the Texas Minimum Standards for Child Care Centers
- Disinfecting toys and equipment on a regular basis

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Failure to follow health and safety guidelines could result in termination of employment.

Mandated Reporting of Suspected Child Abuse and Neglect

Per Texas law, all employees are required to report suspected child abuse and neglect to the proper authorities. Odyssey Early Learning, LLC encourages all employees to document all suspected child abuse.

Universal Precautions/Blood Borne Pathogens

As outlined by OSHA, all employees are required by law to follow universal precautions. Blood Borne Pathogens training must be taken each year to ensure compliance. Universal Precautions includes, but is not limited to, washing hands and wearing gloves to avoid exposure to infectious diseases. Failure to follow universal precautions could result in termination of employment.

Overtime

Overtime will be paid at time and a half after working 40 hours in a work week. All overtime must be approved by a member of management in advance.

Emergency Closing/Inclement Weather

Odyssey Early Learning, LLC understands that most parents still have to work in the event of inclement weather. Odyssey Early Learning, LLC will be open during severe weather days. In the event of a significant situation and closing is mandated, all employees will be notified by phone. Employees may choose to use their paid time off on these days if available in accordance to this document.

Work Related Expenses/Reimbursement

In order to maintain safety and control expenses, Odyssey Early Learning, LLC will not reimburse employees for expenses that were purchased without written permission from management. Employees are to turn in a supply list on Wednesday for items needed in the classroom for the next week. After review, management will purchase such items for the classrooms as needed.

Care of Employee's Children

In the best interest of the children, employees should avoid having their own personal children in the classroom with them. This creates a distraction for the employee and the child. Children of employees must be signed into their classroom prior to the employee clocking in for work and must remain in their classrooms until the end of the employee's shift. Children must be signed out of the classroom after the employee has clocked out for the day. Tuition payments are to be made in accordance to our Tuition Policy for parents. All families, including employees must be set up on Childcarepay.com or Payroll Deduct. In the event that the employee leaves Odyssey Early Learning, LLC with a balance due, the balance will be deducted from the employee's final paycheck.

Odyssey Early Learning, LLC will offer a discount on tuition to employees who have legal responsibility of the child enrolled. This discount only applies while the employee is working. Any other care will be normal rates.

Upon employment	25% discount
After 6 months of employment	50% discount
After 3 years of employment	75% discount
After 5 years of employment	100% discount

Children in the Office

For the health and safety of all parties involved, children are prohibited from being in the front office area. Many items located behind the front desk or the office are not safe or appropriate for children. In addition, per Minimum Standards for Child Care Centers, administrators must not perform administrative or clerical functions while supervising children. This includes, but is not limited to, answering the telephone, and working on financials or files.

In the event of behavior issues or disruptive behavior, staff should use proactive techniques when working with the children. Bringing a child to the office for “time-out” never makes a situation better, only creates a larger issue in the future.

Career/Professional Development

Per Texas Minimum Standards for Child Care Centers, employees are required to obtain 24-hours of training per calendar year. In addition to annual training, other trainings may be required to match your assignments. Odyssey Early Learning, LLC will provide all staff with training opportunities. Failure to maintain 24-hours of training per calendar year will result in termination of employment.

All employees of Odyssey Early Learning, LLC are required to have current CPR and First Aid certification. Odyssey Early Learning, LLC will pay for the cost of this certification. If an employee leaves Odyssey Early Learning, LLC for any reason with six months of receiving this certification, Odyssey Early Learning, LLC will deduct the cost of the certification from the employee’s final paycheck. This includes initial certification and renewals.

Holidays

Odyssey Early Learning, LLC will be closed on New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, and Christmas Day. In the event the holiday falls on a Saturday or Sunday, Odyssey Early Learning, LLC may be closed the day before or the day after. Employees will be notified at the beginning of each year what days the school is closed. **Full time employees who have completed six months of service and who are in good standing will be paid 7hrs for holidays if they report for work the day before and the day after the holiday.**

Leave of Absences/Time Off

In the event of a loss of an immediate family member, Odyssey Early Learning, LLC will give employees three days of unpaid time-off for bereavement. Employees may use any accrued vacation time.

As outlined by federal law, Odyssey Early Learning, LLC will give unpaid time-off for Jury and Witness duty. Verification from the court may be required for employees serving Jury and Witness duty.

As outlined by federal law, Odyssey Early Learning, LLC will give unpaid time-off for Military Service Leave.

PAID VACATION

After completing one year of service, employees will be given 5 days (7Hrs/Day) of Paid Vacation Time-Off per year. After completing two years of service employees will be given 10 days (7Hrs/Day) of Paid Vacation Time-off per year. Paid Time-Off must be requested 2 weeks in advance. Paid Time-Off cannot be carried over from year to year. In the event that an employee does not use their Paid Time-Off by the end of the year, any remaining days will be paid out to the employee as Wellness Pay. When employees have Paid Time-Off banked, Odyssey Early Learning, LLC has the right to apply Paid Time-Off to any absence. Paid Time-Off will not be paid to employees who resign from Odyssey Early Learning, LLC. Once an employee turns in a notice of resignation, all paid time off, including Holiday Pay is forfeited at that time.

CALL INS

If an employee is ill and cannot come to work, the employee must call the director 2 hours before their shift. If the employee is scheduled in before 8am, they must call the director by 8:00pm the night before in order to get proper coverage for the classrooms. The employee must speak to the director or a member of management. **Voice mails, text messages, and emails will not be accepted when calling in sick.** Management will only speak to the actual employee. Family members or spouses may only call in for employees under severe situations, such as hospitalization. A medical excuse may be required to return to work if requested by Director.

Employees may not request time off on special event days, such as Grandparents Breakfast, Valentines Parties, Mother's Day Celebrations, etc.

Minimum standards along with best practices for children require the same adult to oversee their well-being and activities on a regular basis. This is imperative for the positive development for the individual child and classroom as a whole.

Sample Plan of Action for Attendance

Within the first 3 months of employment.....

First unexcused absence – verbal warning

Second unexcused absence – written warning

Third unexcused absence – termination of employment

Any absence not following the above mentioned guidelines will be deemed unexcused.

Compensation Plan

Employees at Odyssey Early Learning, LLC will be paid every Friday by direct deposit. Deposits will only be paid to the employee provided account. In the event of invalid transfer information is provided, a transaction fee of \$75 will be charged to employee to reverse or cancel transfer. Paycheck information is available online or will be delivered on payday. A \$15 administrative fee will be charge for duplicate check stubs.

Bonus Plan

Every employee is eligible for a licensing bonus. Anytime HHSC licensing visits the program for a routine monitoring visit, if the center has a near perfect visit, each employee present during the inspection will receive a \$100 bonus on their next check. To have a near perfect visit, the school cannot have more than two low-risk or one medium-risk non-compliances. Investigations and follow up inspections are not classified as routine, monitoring visits. City Health inspectors conduct occasional, unannounced kitchen inspections. The kitchen manager is eligible for a \$100 bonus on their next paycheck when a perfect score of 100 is achieved. Investigations, follow-up, or annual childcare inspections by health department are not included.

Employee Conflict Resolution

If an employee has a conflict with management or the operation of the school, a written description of the conflict is to be given to the director. The director will then have 15 days to reply, in writing, to the employee. The director and the employee are encouraged to sit and talk about any disagreement in a mature and professional manner. If the dispute is still unresolved, then the employee may submit, in writing, their concerns to the owners of Odyssey Early Learning, LLC. The owners will then have 15 days to respond.

In the event that two or more employees have a conflict with each other, the employees are encouraged to handle the situation with maturity and professionalism. The employees should handle these situations on their own. Having a disruptive dispute in front of children is grounds for immediate termination of employment. If employees are unable to resolve disputes on their own, a member of management will step in. In the event management in brought into an employee dispute, a Performance Improvement Plan will be put into place to correct the actions of both employees.

Gossiping in the workplace is a behavior that will not be tolerated and will be grounds for immediate termination.

Performance Reviews

Each employee will receive a minimum of 2 observation reports each month and a annual performance review. Employees will be encouraged to complete a self-evaluation as well as a management review. Performance reviews will cover items such as interactions in the classroom, peer relationships, management relationships, parent communication and relationships, attendance, training and implementation of training,

child turn-over, and accidents/incidents of children while in care. Annual performance reviews do not guarantee salary increases. Rate increases or deductions will be given based on responsibility, title, and merit.

Business Ethics and Conduct

All employees of Odyssey Early Learning, LLC must conduct themselves as professionals when representing the school and it's families. Employees must understand that they represent Odyssey Early Learning, LLC at all times, both on the clock and away from the school during nights and weekends. Any behavior that the management of Odyssey Early Learning, LLC feels could affect the integrity of the school will be handled as a performance issue, including but not limited to termination of employment.

Acceptance of Gifts

In the event that a parent chooses to give an employee a gift, this is at the sole discretion of the parent. Odyssey Early Learning, LLC has the right to limit gifts if issues arise.

Confidentiality

All employees of Odyssey Early Learning, LLC will keep all information about children, parents, and co-workers confidential during employment and after. Confidential information includes, but is not limited to, health information, financial information, contact information, and education. A breach in confidentiality will result in immediate termination of employment.

Conflict of Interest

Employees of Odyssey Early Learning, LLC are prohibited from having a second employment with another licensed childcare center while employed with our school unless approved in writing by management. Employees of Odyssey Early Learning, LLC are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny-type jobs.

Employees are also prohibited from participating in or being employed by an agency that could affect the integrity of Odyssey Early Learning, LLC, our parents, or our children.

Performance Improvement Plans

In the event an employee's performance is not meeting expectations, a Performance Improvement Plan will be put in place. Performance Improvement Plans could be titled Verbal Notice, Written Notice, or Final Notice. Management of Odyssey Early Learning, LLC will make every attempt to help correct the performance, if possible.

While an employee is on a performance improvement plan, they will not be eligible for any paid time off, holiday pay, bonuses, or salary increases.

In the event the employee violates any policy in this document, including placing a child at risk, or leaving a child unattended, employment may be terminated immediately.

Grounds for Immediate Termination

Listed are grounds for immediate termination. Warnings may not be given for the following violations. Receiving this personnel policy guide serves as your written warning:

- Placing a child at risk
- Leaving a child unsupervised for any length of time
- Not reporting for scheduled assignment
- Insubordination or refusing to perform duties as assigned
- Arriving to work intoxicated
- Using a cell phone while supervising children
- Receiving a traffic violation while driving a company vehicle
- Being aggressive with a student, parent, or co-worker
- Anything perceived as sexual harassment
- Violating the confidentiality agreement
- Discriminating against a child, parent, or co-worker
- Gossiping or starting drama in the workplace
- Failing to report inappropriate behavior with a student, co-worker, or family

Email and Internet Use

The email and internet at Odyssey Early Learning, LLC is to be used for business purposes only. Personal use of email and internet is prohibited.

Photos, Cyber Identity, Social Networking Websites

Cyber identity and social networking is very exciting these days. However, employees of Odyssey Early Learning, LLC are prohibited from using personal devices for networking while working with children in any capacity. This includes, but is not limited to Facebook, SnapChat, and Instagram. Conversations about Odyssey Early Learning, LLC, the employees, children, parents and/or management are not to be discussed on any personal social networking app or page. Any social media posting or private device transfer, public or private, or text including photos of any minor children in care at any OEL organization from will result in immediate termination of employment.

Employee Personal Items

For the Health and Safety of the children, employee's personal items are not allowed in the classroom.

Non-Fraternization

If employees choose to socialize with each other or parents of students attending Odyssey Early Learning, LLC outside of the workplace, these activities should remain outside. Conflicts within the workplace that result from outside socializing will not be tolerated and could result in termination of employment.

Personal Appearance

Dress code is designed to match each employee's job description. Odyssey Early Learning, LLC will follow these dress code guidelines:

- Employees must look professional at all times.
- Employees are to wear a Odyssey Early Learning, LLC t-shirt, solid polo, and casual professional pants or shorts that reach the middle of the thigh.
- Clothing must fit no matter what position you are in.
- Shoes must be closed-toed, such as tennis shoes. No boots, crocs, or sandals.
- Tattoos and/or clothing worn on 'free dress days' must be in good taste and not offensive to children or parents.
- Managers who are scheduled to work in the front office must dress professional

Failure to follow the dress code will result in the employee being sent home to change, and that time being unpaid. Multiple occurrences with the dress code will result in a Performance Improvement Plan.

Odyssey Early Learning, LLC will provide employees with two t-shirts at no cost. Employees may purchase additional shirts if they choose. In the event that the relationship between the employee and Odyssey Early Learning, LLC ends, the employee is to return all shirts with 72 hours of separation. Failure to return the shirts may result in the cost being deducted from their final paycheck.

Political Activities

Political views of employees should remain outside of the workplace. Employees are encouraged not to campaign or express political views verbally, in form of dress, or in any way while on the job.

Sexual Harassment

Employees are to report anything perceived as sexual harassment immediately to their supervisor. These matters will result in an immediate, detailed investigation. Any activity or comment that is perceived as sexual harassment could result in immediate termination at the management's discretion.

Tobacco-Free Workplace

Per the Texas Minimum Standards for Child Care Centers, Odyssey Early Learning, LLC is a tobacco-free workplace. Employees who choose to use tobacco or tobacco related products must do so off the property and must not be seen by any children or parents of the organization. No evidence of tobacco should be present once the employee returns. This includes items such as cigarettes, chewing tobacco, and electronic smoking and vapor devices.

Substance Abuse Control

Per the Texas Minimum Standards for Child Care Centers, employees are not to consume alcohol or illegal drugs on the property. Employees must not be under the influence of alcohol or illegal drugs while on the property. If an employee's behavior or illness is a risk to the children, management has the right to send the employee home unpaid until they are fit to return to work.

Cell Phones and Tablets

Per the Texas Minimum Standards for Child Care Centers, employees are not to use personal electronic devices such as cell phones, MP3 players, or video games in the classrooms. Violation of this policy is grounds for immediate termination.

Tablets, such as iPads may only be used if owned by Odyssey Early Learning, LLC and for Kid Reports. Use of a tablet for any other reason is grounds for immediate termination.

Telephone Calls and Mail Usage

Employees are allowed a limited number of personal calls unless these calls create a distraction to the organization. Personal phone calls must be taken outside of the classroom. Employees are prohibited from having personal mail sent to the school's address.

Gang-Free Zone

Odyssey Early Learning, LLC is a gang-free facility. Any employee who has an association with a gang is not allowed on the property.

Criminal Clearance

Prior to employment, each employee must pass a criminal background check and fingerprinting as outlined by the Texas Department of Family and Protective Services. Criminal Background Checks are to be completed every 5 years. In the event that an employee is arrested or convicted of a crime, Odyssey Early Learning, LLC must be notified immediately. Fingerprinting costs are the responsibility of the employee. Odyssey Early Learning, LLC will furnish upfront costs and payroll deduct from the first two paychecks. If a criminal match letter is received by Odyssey Early Learning, LLC that prohibits the employee from working with children as determined by Texas DFPS, employee will be terminated immediately.

Discipline and Guidance Policy

Odyssey Early Learning, LLC's staff members are to be trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Staff will never use "time out" in disruptive situations. Staff will never use corporal punishment or negative discipline that may hurt or humiliate a child. The use of "time out" or corporal punishment is grounds for immediate termination.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

Vaccine-Preventable Diseases

While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to employees. Refer to the Odyssey Early Learning, LLC Employee Immunization Policy for complete details.

Parent Handbook

All employees must follow the parent handbook and implement all policies as written.

Employee Binder

All employees will receive a copy of the Odyssey Early Learning, LLC Employee Binder. All policies in this binder must be followed by all employees. This includes the Quality Assessment, Outdoor Guidelines, Vehicle Procedures, Cleaning Policy, Child Care Minimum Standards and other such documents. Failure to follow these guidelines could lead to disciplinary action.

Use of Personnel Policies

All employees will receive a copy of these policies. Employees must keep these in their classrooms at all times. Employees are to bring their personnel policy handbook to all staff meetings and to any meeting with management. Employees are to surrender their personnel policies upon termination of employment.

It is the Site Operator and/or Directors duty to ensure that any and all policies set forth within this document are always adhered to . Any question or clarification required should be addressed to the site operator or director. If the site operator or director is unable to clarify, please contact Heather Zimmerman, Executive Director, at odysseyearlylearning@ymail.com.

Acknowledgement

I, _____ have been given a copy of “Odyssey Early Learning, LLC Personnel Policies” .

I, _____ understand the policies outlined in “Odyssey Early Learning, LLC Personnel Policies.”

I, _____ have been given the opportunity to ask questions about the policies outlined.

Employee Signature

Date

Operator or Director Signature

Date