



Team Member Handbook

Schola International

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ABOUT OUR PRESCHOOL

Welcome

Welcome and thank you for choosing Schola International! We are very proud of all the people who have chosen to become a part of our family at Schola. We truly believe that you are our most asset and without your participation Schola International cannot be successful in fulfilling our vision and mission.

Why you are here

The ultimate vision and objective of Schola International is to provide a safe, stimulating, and nurturing environment where the young children under our care can develop age appropriate cognitive, physical, social, and emotional skills while simultaneously assimilating the language and culture. The Center has operating policies and procedures in place to reach that objective. Every Staff Member must understand that the objective is more important than the rules themselves; therefore, if a rule conflicts with the overall vision and objective of the center, then the rule must be questioned. If this is the case, please bring it to the attention of your supervisor.

Working together as a team, we can provide the optimal service to the children under our care and have a positive and efficient environment in which to work and to develop healthy relationships. Each Staff Member is recognized as valuable and important, each bringing unique characteristics to our team.

First and foremost, Staff Members must always comply with the licensing regulations set forth by the Texas Department of Family and Protective Services. Printed copies of the "Minimum Standards for Child Care Centers" will be available to Staff Members at all times. Failure to comply with any standard, which may affect the safety and/or well-being of a child under our care, will be considered a cause for dismissal.

A "Job Description" which outlines specific responsibilities to each position will be provided. As we strive to develop and maintain a quality program, the "Job Description" may be modified at any time as needed. Affected Staff Member/s will be informed in writing of any changes.



In the event of need, a Staff Member may be assigned to work in a different area or may be asked to perform duties different from those outlined in his/her Job Description. Please see this as our overall effort to provide optimal care, and also as opportunity for staff to cross-train and to learn more about the overall program.

About Schola International

Our Mission

To transform the lives of the children and families we work with by creating a safe learning environment that feels like home and provides our students and their parents with a loving family-like supportive network.

Maintain and encourage a learning environment that ensures high equality academic education as well as healthy socioemotional skills in a multicultural multilingual setting.

We make sure our staff has the best tool set to work with our students and provide them with every learning opportunity they need, we also continuously ensure everyone at Schola is suitable and committed with our mission and values.

Our Vision

We work to enable our students to fully develop their innate capabilities as successful learners, confident kind individuals, responsible citizens, and effective contributors to society by:

- Providing a positive, caring, respectful and relationships-based environment
- Ensuring Schola is a place where your child will feel safe and look forward to his day-to-day interactions and different learning activities.
- Nourishing each students' curiosities and interests and preparing them for the bright future ahead of them.

Our Values

We believe no one can give what he doesn't possess, that is why we strive to provide our students with a rich and nourishing environment in which they experiment first-hand our core values:

- JOY
- KINDNESS
- RESPECT
- EFFECTIVE COMMUNICATION
- INTEGRITY
- PARTNERSHIP AND CARE

School Philosophy

Everything we do is centered on each individual child. Our programs, our teachers, our parent communications, even our facility is planned with specific social, emotional, and intellectual needs of the children in mind. We recognize that these formative years are a critical time in a child's development. Based on their environment and experiences, the children will learn to trust and express themselves with confidence. We, as an extension of the family, provide an environment that is nurturing, warm, clean, safe and caring. We offer opportunities for the children to make choices that will enhance their naturally emerging skills, such as curiosity, exploration, independent thinking, and discovery through developmentally appropriate curriculum, materials, and methods. It is our goal for the children at SCHOLA INTERNATIONAL to leave knowing they are unique, capable, and creative persons who have the tools to explore their world confidently and understand their roles in it. Our teachers are skilled, educated professionals chosen for their

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sensitivity to the needs of children. We believe that regular, detailed communications between parents and teachers are important for consistency with home experiences. Therefore, an open and continuing dialogue with parents is encouraged and fostered.

Handbook Purpose

These employment policies are general guidelines for daily interactions among Team Members, Directors, and contractors of the school and are subject to change at the sole discretion of the School. While such policies affect the terms and conditions of the employment relationship, they do not form a written employment contract. Through formal employment policies, all Team Members are informed of the expectations which the school holds for them as individuals and as integral members of the organization. Strong employment policies increase the effectiveness, efficiency and productivity of all Team Members. These policies should not be construed as and do not constitute a contract guaranteeing employment for any specific duration. The school may terminate the employment relationship at any time, for any reason, or no reason, with or without cause or notice. No supervisor, Director or representative of the School, other than in writing from the Director Maria Alejandra Giraldo (the “Director”), has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing.

Should any provision in this Team Member handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire Team Member handbook, but only the specific language of the specific portion of the subject provision to the least extent permissible by law. Nothing in this handbook is intended to infringe upon Team Member rights under Section Seven (7) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

Team Members are expected to read this guide carefully, become familiar with the school and our policies, and refer to it whenever questions arise.

Amendments to this Handbook

These policies will be amended as necessary by the school. All amendments and updated materials will be issued in writing, in a form appropriate for inclusion in this Team Member Handbook. The Team Member is responsible for updating their Handbook when the amendments are issued. A copy of the current handbook will be distributed via email. A printed copy is available upon request from the Director.

Our Employee Relations Policy

We are committed to fostering a positive and respectful work environment that supports collaboration, open communication, and mutual respect among all staff members. Our employee relations policy emphasizes the importance of teamwork, cultural sensitivity, and professional conduct in every interaction. We believe that strong relationships within our team not only enhance job satisfaction but also contribute to the overall success of our preschool community. We encourage all employees to engage in constructive dialogue, uphold our core values, and work together to create a nurturing environment for both our students and each other.

If you have a Problem

We are committed to creating a positive and supportive work environment where every employee feels valued. If you encounter a problem or have concerns, we encourage you to address them promptly through our problem-solving process. Begin by discussing the issue directly with the person involved, as open and respectful communication often leads to a quick resolution. If the matter is not resolved or if you feel uncomfortable addressing it directly, please escalate it to your supervisor or management. We are dedicated to working together to find fair and effective

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solutions, ensuring that all concerns are handled with confidentiality, respect, and a focus on maintaining a positive workplace for everyone.

Equal Employment

It is the policy of the school to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, disability, military or veteran status, genetic information or any other protected classification, in accordance with applicable federal, state, and local laws. The school applies its equal employment opportunity policy to all employment decisions, including but not limited to those pertaining to pay, benefits, training, discipline, promotion, demotion, transfer, leaves of absence, lay-offs and termination decisions.

The school takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Americans with disability act

The school is committed to complying with the Americans with Disabilities Act of 1990. As such, it is the policy of the school to administer all of its personnel policies, including employment, applications, job qualifications, job specifications, recruitment practices, job structuring, orientation, training, counseling, grievance procedures, evaluation, advancement and termination - so that there is no discrimination against qualified individuals with disabilities. It is the policy of the school to inform Team Members and job applicants about the right to reasonable accommodations and to provide any and all such reasonable accommodation in the most cost-effective manner unless such would impose an "undue hardship" for the School. This determination will be made on a case-by-case basis, dependent upon the facts involved. No Team Member or applicant for employment will be denied employment because of the need for reasonable accommodation.

The school takes allegations of discrimination, harassment and retaliation very seriously and will promptly investigate when warranted.

Enforcement harassment, and discrimination policies

All Directors, administrators, managers and supervisors are responsible for:

- Implementing the School's Equal Employment Opportunities, Americans with Disabilities Act, Sexual and Other Unlawful Harassment and FMLA policies.
- Ensuring that all Team Members they supervise have knowledge of and understand the School's policies;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the School's policies; and
- Conducting themselves in a manner consistent with these and all other School policies.

Sexual harassment

Every Staff Member has the right of personal dignity and safety and no Staff Member or supervisor shall physically or sexually harass a fellow Staff Member or visitor in our office in any way. This policy includes same-sex harassment. Violation of this policy constitutes grounds for immediate dismissal.

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Other Types of Harassment

Prohibited harassment on the basis of race, religion, color, gender, sexual orientation, pregnancy, age, national origin, disability, military or veteran status, genetic information or any other protected classification, in accordance with applicable federal, state, and local laws, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

Introduction Period

The Team Member the School are considered an introductory period. This introductory period will be a time to get to know fellow Team Members, supervisors, Directors, administrators and the tasks involved in the position, as well as becoming familiar with the School Team Member Director will work closely with each Team Member to help them understand the needs and processes of their job.

This introductory period is a try-out time for the Team Member and the School. During this introductory period, the school will evaluate the Team Member Team Members can evaluate the School as well. At any time during this first ninety (90) days, Team Members may resign. If, during this period, Team Member work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the School may terminate employment.

At the end of the introductory period, the Director will discuss each Team Member's job performance with them. During the course of the discussion, Team Members are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that a Team Member be discharged only for cause. Completion of the introductory period also does not imply that Team Members now have a contract of employment with the School, or that their employment is other than "at-will." Successful completion of the introductory period does not alter the at-will employment relationship.

A former Team Member who has been rehired after a separation from the School of more than one year is considered an introductory Team Member during their first ninety (90) days following rehire.

If the School determines that the introductory period does not allow sufficient time to thoroughly evaluate the new Team Member, the School may extend the introductory period for a specified period of time in the School's sole discretion.

EMPLOYMENT CLASSIFICATIONS

The School has established the following Team Member classifications for compensation and benefit purposes only. A Team Member's Director will inform the Team Member of their classification, status, and responsibilities at the

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time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Team Member

A Team Member who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 35 hours). The Team Member may be exempt or non-exempt and, after the successful completion of the introductory period, is generally eligible for all employment benefits offered by the School, subject to terms, conditions, and limitations of each benefit program offered.

Regular Part-Time Team Member

A Team Member who is scheduled to work less than 35 hours in a workweek. The Team Member will not receive any benefits unless specifically authorized in writing, such as an Offer Letter or Wage Agreement.

If the Team Member switches to full-time regular status, the Team Member will not be eligible for the other employment benefits offered by the School (such as paid holidays, paid personal days, and medical insurance) until after the expiration of a 90 day period which shall begin on the date that the Team Member commences permanent full-time permanent work.

While a part-time Team Member may occasionally work 35 or more hours in a particular work week, or in a series of workweeks, that by itself will not change their status to full-time regular, unless said Team Member completes 90 continuous days of regular full-time work.

Temporary/Substitute Team Member

A Team Member who is scheduled to work on a specific, intermittent and/or unpredictable need of the School. The Team Member will not receive any benefits unless specifically authorized in writing. The Team Member is non-exempt and is compensated on an hourly basis.

Exempt

Team Members whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt Team Member is to work the hours required to meet their work responsibilities. All salaried Team Members are exempt status (Administrative roles are Exempt).

Non-Exempt

Team Members whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all hourly wage-earning Team Members of the School are non-exempt. Non-exempt Team Members typically include most Lead Teachers, Assistant Teachers, Floaters, Part-Time Floaters, and Substitutes.

Volunteers

Any volunteers working with the children are subject to finger printing and background checks, The supervisors will advise the Director of those volunteers and confirm that the appropriate security measures have been followed.

BENEFITS

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Administrative pay corrections

Schola International tries to make sure that all Staff Members are paid correctly and on scheduled paydays. If a mistake is made, notify the Center's HR representative immediately so that the error can be corrected as quickly as possible.

Advances and loans

The School does not give wage or salary advances or loans to its Team Members.

Bereavement leave

Schola International provides bereavement leave to Staff Members who need to take time off because an immediate family member died. To request bereavement leave, see the Center's Director. Bereavement leave will normally be granted unless there are business reasons that require the Staff Member to be at work.

Regular full-time Staff Members are eligible for up to 3 days of bereavement leave with pay. While on a paid bereavement leave, Staff Members will receive his/her base pay rate. With his/her supervisor's approval, a Staff Member may use any available paid leave benefits available, such as vacation, if more time off is needed.

For bereavement leave, "immediate family" means a Staff Member's spouse, parent, child, brother, or sister.

Leave by family act (FMLA) benefit and protections.

The School recognizes that it is important for Team Members to have leave for serious health conditions and to participate in early childrearing and the care of family members who have serious health conditions. Accordingly, as required by law, the School will permit Team Members to take family or medical leave, in accordance with the terms of this policy. Where the terms used in this policy are defined by the FMLA regulations, the School defers to those definitions.

Eligibility

In order to be eligible to take family or medical leave, a Team Member must be employed by the School for at least twelve (12) months, and must have worked at least 1,250 hours, before the date of the requested leave. The School will use a "rolling" 12-month period to determine the amount of leave to which a Team Member is entitled. This "rolling" 12-month period will be measured backward from the date a Team Member uses any FMLA leave. This means that each time a Team Member takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

An eligible Team Member shall be entitled to take up to twelve (12) weeks of unpaid leave in any twelve (12) month period for any of the following reasons:

- In order to care for a newborn child;
- For the placement of a child with the Team Member for adoption or foster care;
- In order to care for a spouse, child or parent of the Team Member who has a serious health condition;
- Because of the Team Member's own serious health condition; and
- If the Team Member experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active duty in the Armed Forces



A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the Team Member from performing the function of their job or prevents the qualified family member from participating in school, work, or other daily activities. Subject to certain conditions, the continuing treatment may be met by a period of incapacity of more than three (3) consecutive calendar days combined with a least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment under FMLA as well. <https://www.dol.gov/agencies/whd/fmla>

Childcare Benefit

Schola International offers a childcare assistance program to help parents who work at Schola International. Full-time Staff Members are eligible to receive a 50% discount applied to the child's tuition assuming space is available. The remaining tuition balance must be paid monthly in the form of a check or automatic withdrawal.

Health insurance

Schola International offers health insurance benefits to regular full-time Staff Members and their dependents. Eligible Staff Members may enroll in the health insurance plan subject to the terms and conditions of the agreement between Schola International and its insurance carrier. If a Staff Member is enrolled in the health insurance plan and changes to an employment classification that would make him/her no longer eligible.

Holidays

Schola International will grant all regular full-time employees eight (8) paid holidays each calendar year. The Director will communicate any variations, additions, or special notices to you. If the holiday falls on a Saturday, it will be observed on the following Monday.

Holiday pay is calculated based on your regular rate of pay and normal work schedule. You will receive full credit for the above holidays if you are at work on the last working day before and the first working day after the holiday. Time off will be granted the day before or after a holiday if the employee has PTO available and the day was pre-approved. Employees calling in the day before or after a holiday will not be paid for the holiday, be required to present a doctor's note upon return and will be subject to disciplinary actions up to and including termination. Holidays are subject to change by the Board at any time.

The Schola International will be closed on the following holidays:

- New Year's Day
- Columbus Day
- Thanksgiving Day and after Thanksgiving Day
- Martin Luther King Day
- Veterans Day
- Labor Day
- Thanksgiving
- Independence Day

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- Memorial Day
- Christmas holidays

Regular full-time Staff Members will be compensated for the hours normally scheduled on holidays. Holiday pay will be calculated at the straight time pay rate as of that holiday multiplied by the number of hours that normally would have been worked that day.

Lactation Break

Schola International is committed to supporting nursing mothers by providing reasonable breaks and a designated space for expressing milk during working hours.

Breaks:

Employees who are breastfeeding or expressing milk are entitled to take breaks as needed.

Employees should notify their supervisor at least 1 week in advance to discuss their needs for lactation breaks.

Each break will typically last 15 to 30 minutes, and employees may take additional time as needed to accommodate milk expression.

Paydays

Paydays are biweekly, every other Saturday. If payday falls on a holiday, paychecks will be distributed on the last business day preceding the holiday.

Schola International offers a direct deposit program. Direct deposit means that a Staff Member's pay will be deposited directly into the Staff Member's bank account, if authorized. On paydays each Staff Members will receive a statement outlining the details of their pay.

Personal Paid Time Off

Employees are eligible to earn Paid Time Off (PTO) starting after the completion of a 90-day probationary period. Once the probationary period has been successfully passed, employees will accrue PTO at a rate of 1 hour for every 20 hours worked.

Staff Members should request planned PTO from the "Scheduler" at least one week in advance via email. Time off should only be considered "approved" if an affirmative response to the email is received. Each request will be reviewed based on a number of factors, including the current business needs and staffing requirements. Time off that has been approved may later be unapproved by the Administrator if PTO is exhausted before the planned vacation time takes place.

Full-time Staff Members may be permitted to take one unpaid half-day up to six times per year or once every two months. These requests must also be submitted via email one week in advance. Time off in smaller increments than half-days will rarely be permitted; an exception would be if the staff-member taking time off would not place the classroom/school out of staff-child ratio.

Time off without pay

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Time Off without Pay is generally discouraged; however, if requested, a maximum of two days of time off without pay may be granted to a full time Staff Member in good standing with good attendance. Staff Members wishing to take additional Time Off without Pay may be asked to resign and reapply after the leave time has ended. Only exceptions in extreme circumstances will be made.

Since part-time Staff Members do not accrue paid vacation, up to five days per year of time off without pay may be permitted, assuming good standing.

PERSONNEL

Attitude and Behavior

A good attitude and hard work are just as important to one's success as are proficient skills. Everyone benefits when all Staff Members work together as a team. Each Staff Member should strive to be gracious, helpful, and accommodating to fellow Staff Members, children, and parents.

There is zero tolerance for rudeness with children and their families, co-workers, supervisors, administrative staff, and Owners. There is zero tolerance for dishonesty.

Background checks

Prior to making an offer of employment, the school will conduct a job-related background check. A background check may consist of prior employment verification, professional reference checks, driver history checks, education confirmation, criminal record and/or and credit checks. Third-party services may be hired to perform these checks.

As mandated by Texas law, all new Team Members will undergo a criminal history check including a possible FBI fingerprint check through the DFPS website to determine employment eligibility. All Team Members must complete the ChildCare Criminal History Affidavit and it must be notarized by the first day of work.

Building Security

If a Team Member is asked to open or close the building, a key may be given to the Team Member. All Team Members who are issued keys to the office are responsible for their safekeeping. The last Team Member, or a designated Team Member, who leaves the School at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Team Members are not allowed on School property after hours without prior authorization from the Director or President.

Business ethics and conduct

We expect Schola International Staff Members to be ethical in their conduct. Conduct of Staff Members affects the reputation and success of Schola International. Schola International requires Staff Members to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity.

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The Schola International's continued success depends on our customers' trust. Staff Members owe a duty to Schola International and to our customers to act in ways that will earn the continued trust and confidence of the public.

As an organization, Schola International will comply with all applicable laws and regulations. We expect all Directors, Officers, and Staff Members to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not partake in illegal, dishonest, or unethical activity.

If a Staff Member is unsure if an action is ethical or proper, the Staff Member should discuss the matter openly with the director. If necessary, the Director may also contact the Financial Advisor for advice and consultation.

It is the responsibility of every Staff Member to comply with our policy of business ethics and conduct. Staff Members 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.

Changes to personal information

Any changes such as contact information, emergency contacts, name changes and health related issues affecting job responsibilities must be communicated to the Center's Director in writing via email as soon as possible so that records can be updated accordingly.

Child Abuse Reporting Obligations

It is extremely serious to report abuse of a child, therefore, Team Members must report suspected abuse to the Director first before discussing it with anyone else, especially the parent. It is difficult to know what's going on within a family at times; something may appear to be abuse but is in fact a medical or behavioral condition, so it's important that Team Members speak to the Director first. Minimum Standards' Texas Family Code 261.101 states that the person "reporting abuse or neglect of a child must have reasonable cause to believe that the child's physical, mental health, or welfare has been adversely affected by the abuse or neglect." This means that there must be proof of some sort and whoever reports the abuse will be required to document that. The Team Member needs to verbally explain why s/he suspects the abuse to the Director as well as write up a detailed report that describes all pertinent details, such as marks, where they are, what the child may have said, parents may have said, days, times, child's behavior (what's normal, what's now changed) that causes the Team Member to believe abuse is going on. Legally, we cannot prevent a Team Member from reporting abuse to Child Protective Services and if there is what appears to be abuse, Team Members are obligated to report it.

Communication and Computer Systems Security and Usage Policy Overview

All electronic communications to, from, about, or on school premises or at school-related events shall reflect the principles upon which Schola International is founded, in support of its educational goals. This Communication and Computer Systems Security and Usage Policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, among other things, telephone, mail, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, camera phones, video cameras, electronic game devices, Blackberries, faxes or facsimiles, Internet, and intranet) sent, received, viewed, used, or shared by employees using any School-provided Communication or Computer Systems or other personal electronic devices on campus or at school-related events ("Systems"). **Note that in some cases, use of personal electronic devices at home or away from campus are covered by this policy where such communications impact Schola International, or are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.** Confidentiality and Acceptable Systems Usage



The School's Systems are intended for School business only. Use of the School's Systems for accessing or acquiring information and materials inappropriate to a school environment is against Schola International policy and is prohibited. All information transmitted or stored in School Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of Schola International and should be treated as confidential. Such information may not be disclosed to any person outside of Schola International nor may any such information be removed from our premises without the express permission of a Director. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

All systems messages are Schola International records. The contents of our systems may be disclosed to Schola International without your permission. Therefore, you should not assume that messages and communications are confidential.

Management's Right to Access Information

Our Computer, Telephone, and Communication hardware and software Systems have been installed and are used to facilitate school communications. Although each employee has an individual password to access these Systems, they belong to Schola International and the contents of all communications are accessible by management for any business purpose. Schola International reserves the right to monitor, and will periodically monitor, its Systems in order to this Policy. Employees are strictly prohibited from placing personal passwords on any School system for the purpose of preventing such monitoring.

Employees should not consider any materials transmitted or stored in School systems to be private.

Employees should not transmit sensitive or personally identifiable information (PII) using email or other insecure channels.

PII is any information about an individual, family or child maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

If you become aware of an issue or concern it is your responsibility to promptly report it to Human Resources.

Complaint procedure

Anyone who has been subjected to prohibited discrimination, harassment and/or retaliation, or who has knowledge of such conduct, should file a complaint with the Director Maria Alejandra Giraldo Arredondo, by emailing her directly at info@scholainternational.com. The complaint should include the nature of the harassment, discrimination or retaliation, the parties involved, the relevant dates and any evidence supporting the complaints. All reported incidents of prohibited harassment, discrimination and/or retaliation will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment, discrimination and/or retaliation will be made and communicated to the Team Member who complained and to the accused harasser, discriminator and/or retaliator. During the investigation, confidentiality will be fully preserved possible without compromising the school's ability to conduct a good faith and thorough investigation.

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If the School determines that prohibited harassment, discrimination and/or retaliation has occurred, the school will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment, discrimination and/or retaliation. If a complaint of prohibited harassment, discrimination and/or retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken, when appropriate.

The school recognizes that actions that were not intended to be offensive may be taken as such. A Team Member who believes that they have been subjected to harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. The school encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure. A person who receives such a request must summarily comply with it and must not retaliate against the Team Member for rejecting the conduct.

Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

Conduct and behavior

Orderly and efficient operation of the school requires that Team Members maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between the School and the Team Member. The school views the following examples as inappropriate behavior and grounds for discipline up to and including termination:

1. Negligence, carelessness or inconsiderate treatment of the school's clients, students and/or their parents and/or their matters or files.
2. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the school, or any client, student, parent or other Team Member; removal of same from School premises without authorization.
3. Divulging trade secrets or other confidential business information to any unauthorized person(s) or to others without an official need to know.
4. Obtaining or misusing confidential information pertaining to clients, students, parents or other Team Members.
5. Changing or falsifying client or student records, School records, personnel or pay records, including time sheets without authorization.
6. Willfully or carelessly damaging, defacing or mishandling property of a client, student, parent, the school or other Team Members.
7. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position.
8. Entering School premises without authorization, or allowing any person to have access to the premises without authorization
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Unauthorized use of a personal vehicle for School business.



11. Illegal conduct, creating a disturbance on School premises or creating discord with clients/students.
12. Use of abusive language, including any swearing or profanity while on the job.
13. Any rude, discourteous or un-business-like behavior, on or off School premises.
14. Insubordination or refusing to properly and completely follow instructions from a director, administrator, supervisor or manager; being disrespectful to a director, administrator, supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
15. Failure to observe scheduled work hours, failure to contact a director, or otherwise follow the School's Call-In Policy, in the event of illness or any absence within sixty (60) minutes of the scheduled start of work; failure to report to work when scheduled.
16. Excessive tardiness and/or absenteeism except when excused by law.
17. No-call/no-show (the failure to show up and call in) for a scheduled shift.
18. Leaving the School or classroom during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
19. Sleeping or loitering during regular working hours including unassigned classrooms or other working areas of the school. Sleeping after working hours while on property are also prohibited.
20. Recording time for another Team Member if you are not the Director, Assistant Director, Office Manager or President or having time recorded to or by another Team Member if they are not the Director, Assistant Director, Office Manager or President.
21. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws) on School premises during working hours or reporting to work under the influence of alcohol, intoxicants or drugs or using intoxicants or drugs so as to interfere with job performance or having any detectable amounts of alcohol or drugs in a Team Member's system.
22. Unauthorized possession of a weapon on School premises.
23. Illegal gambling on School premises.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on School property.
25. Falsification of one's employment application, employment history or other employment related documents.
26. Participating in any other business activity, personal or otherwise, in any manner, while on the clock.
27. Engaging in unlawful discrimination, harassment and/or retaliation.
28. The unauthorized disclosure of client, student, parent or Team Member protected health information.
29. Engaging in workplace bullying.



30. Conviction or pleading guilty or nolo contendere to or being placed on deferred adjudication for a felony and/or a crime involving moral turpitude and/or any crime which would disqualify the Team Member from working in childcare or at a school or a childcare facility.
31. Refusal to cooperate with the President, Director or any owner.
32. Any conduct jeopardizing the reputation, effectiveness, or quality of the School, its programs or service, regardless of whether said conduct occurs on School property or after work hours.
33. Any conduct which tends to lower the morale within the school or that adversely affects the school's responsibility to tender prompt, courteous, effective and efficient service.
34. Striking or abusing a child. No corporal or verbal punishment is ever permissible in the school.
35. Refusing to execute any documents and/or releases related to the Team Member's background search.
36. Refusing to cooperate in the Team Member's background search.
37. If the School determines that the results of a Team Member's or a potential Team Member's background search/criminal history makes the Team Member unsuitable for the position.
38. Withholding of bathroom or food privileges from a child.
39. Endangering the well-being or safety of children. This includes leaving a classroom unattended or sleeping on the job.
40. Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace.
41. Fighting or threatening violence in the workplace.
42. Boisterous or disruptive activity in the workplace.
43. Violation of safety or health rules.
44. Smoking on School grounds or using any tobacco products.
45. Possession of dangerous or unauthorized materials in the workplace, such as explosives or firearms.
46. Unauthorized absence from class during the workday.
47. Violation of personnel policies.
48. Violation of the School's operating procedures.
49. Unsatisfactory performance or conduct.
50. Spreading "gossip" to parents regarding the children, Team Members and/or the operation of the School.
51. Distribution of unauthorized business flyers, business cards, or any articles to parents/Team Member.



52. Not fulfilling or turning in the annual training hours as set forth by the Department of Family and Protective Services.

53. Not completing and/or turning in CPR/First Aid certification cards before they expire.

Confidential Information

There shall be no disclosure of any confidential information or trade secrets to anyone outside the School without authorization from the Director or President. Confidential information may include internal reports, policies, procedures, client/student lists and contact information, Team Member lists and contact information, personal information of clients, parents, students and Team Members, client, parent, student and Team Member protected health information and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas and technology. In addition, always respect financial disclosure laws and third party intellectual property.

It is a Team Member's duty and responsibility to safeguard all confidential information and trade secrets. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email. When any inquiry is made regarding a Team Member or any former Team Member, the inquiry must be forwarded to the Director or President without comment from the Team Member. When any inquiry is made regarding any client, parent or student, the inquiry must be forwarded to the Director.

Confidential and trade secret information shall be disclosed and/or discussed to other Team Members only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients, parents and/or students.

This policy is intended to alert Team Members to the need for discretion at all times and is not intended to inhibit normal business communications.

Confidential information regarding children

All information that transpires between a Staff Member and the children under his/her care, or their families, is to be kept confidential. Information disclosed by a family should be communicated with the Director if pertinent. This information must not be discussed with other Staff Members, other families, or one's own family or friends. Inside the Center, issues related to a child's learning and/or well-being may be discussed with the parent or the legal guardian. While talking with a parent about any private matter, it should be done in such a way that other parents and children in the hallways or classrooms may not hear. Inappropriate disclosure of confidential information constitutes grounds for dismissal.

Co-Worker communication

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times. Corrective action



A high level of job performance is expected of each and every Team Member. In the event that a Team Member's job performance does not meet the standards established for the position, corrective action may ensue, including termination of employment.

It is the policy of the School to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the School may select to enhance job performance. The School is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of an oral or written reprimand, an oral or written warning, suspension, discharge or in any combination of the above, if the School so elects. The School reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion, depending on the nature, severity and frequency of the violation.

If a Team Member violates established School procedures, guidelines, including but not limited to the General Conduct Guidelines and operating procedures, or exhibits behavior that violates commonly accepted standards of behavior, honesty or integrity, creates an appearance of impropriety, endangers a child, the successful and efficient operation of the School and/or its reputation, the School may elect to administer disciplinary action, up to and including termination.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Schola International using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

Emergency closings

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, disrupt normal business operations at Schola International. We may even have to close a facility.

If we decide to close AFTER the workday has already started, Staff Members will be paid for the time they were scheduled to work for the remainder of that day. If we decide to close BEFORE the workday starts, Staff Members will not be paid for the time off. However, Staff Members may request to use any available PTO accrued.

If an emergency closing is not authorized and a Staff Member does not report for work, he/she will not be paid for the time off. A Staff Member may request to use any available PTO accrued.

There may also be sometimes when we ask Staff Members in essential operations to work on a day when we are officially closed due to an emergency. If we ask a Staff Member to work on a day when we are officially closed, said Staff Member will be compensated for hours worked.

Employment References

The School makes strict provisions regarding information provided to people outside the School for current and former Team Members. This information is restricted to the employment dates and positions held in the School for that person. This is done to protect the School and its Team Members. This information will only be released by the

Team Member Handbook



Director, Maria Alejandra Giraldo. All other Team Members are prohibited from releasing information regarding other Team Members and/or giving Team Member references.

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.

All accrued, vested benefits that are due and payable at termination will be paid out. Regular, full-time Staff Members may be allowed to continue some benefits by paying for them out of pocket. Regular full-time Staff Members will be notified in writing about which benefits that can be continue and the limitations and details of how to continue them. Staff Members shall give a minimum of a two-week written notice when resigning from his/her position. This two-week period is in addition to any vacation that has accrued. The last paycheck will be issued at the next regularly scheduled payday.

Any violation of the principles set forth in this manual may result in disciplinary action including dismissal. All Staff Members serve at will and may be terminated for any reason or no reason. For minor violations (such as tardiness, dress code violations, cell phone usage in the classroom), Staff Members may be given a written notice (or “written up”) in an attempt to restore him/her to the highest standard. Three written notices issued to a Staff Member within a twelve-month span will result in termination. For more serious offenses (such as a Minimum Standards violation, gossiping, dishonesty or insubordination), the Staff Member may be terminated or placed on Probation. The length of the probation and the reasons for it will be presented to the Staff Member in writing. During the probationary period, the individual will not be eligible for pay increases and bonuses.

The policies described in this manual are guidelines that do not preempt the authority of the employer to dismiss a Staff Member for reasons that are not specifically described in this manual.

Expense Reimbursement

Expenses incurred by a Team Member must have prior approval of the President or Director in writing. Reimbursements typically may be included in the Team Member’s next regular paycheck but may take longer depending on the circumstances. All receipts shall be emailed directly to the Director info@scholainternational.com with the Team Member's name and a brief explanation of what the items are being used for (for example, Mother's Day gifts) using the approved Expense Reimbursement form. Missing information on the form or lack of receipt will delay reimbursement. Expense Reimbursement forms are located in the Office or teacher break room areas. The School does not reimburse for outside training.

Fraud, Dishonesty and False Statements

Falsification of any application, medical history record, invoice, paperwork, time record, or any other document is strictly prohibited. If you observe any such violations, please report them to your Supervisor or Director immediately.

Food and Beverages

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At the Schola International, we strive to maintain a clean, healthy, and professional environment. Except when consuming food with the children (this must be the same food or drink as the children), food and drinks, except for water, should be consumed only in the break room. It is the duty of each Staff Member to clean his/her own dishes at the time of use, return dishes to La Cocina, and to work together in keeping the break room clean and clutter free.

Hands washing

Staff members must wash their hands at the following times:

- Upon arriving at the center
- After each diaper change
- After helping a child use the toilet
- After wiping a nose, coming into contact with saliva or any other bodily fluid.
- Before preparing meals
- Before and after meal times
- Before and after using the sensory table
- After removing gloves
- After using the restroom
- After returning to the center from a break
- After coming indoors from the playground

**Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

Honesty

The mission of Schola international can only be carried out with the expectation of trust and honesty with respect to all employees. All employees are expected to perform their duties, and conduct themselves at all times when working for or representing Schola International in any setting, with complete honesty and trustworthiness. Without limiting the generality of the foregoing, employees are responsible for honestly completing all Schola International records, reports, time cards and other school documents. Employees must also be honest and trustworthy in all verbal and written communications and general relationships with others, including without limitation, Schola international, co-workers, students and parents. Any falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Any employee violating any aspect of this policy is subject to disciplinary action, up to and including immediate termination.

Immigration law compliance

Schola International is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new Staff Member at Schola International is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove

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identity and employment eligibility. If a Staff Member leaves Schola International and is rehired, he/she must complete another Form I-9 if the previous I-9 with Schola International is more than three years old, or if the c is not accurate anymore, or if the original I-9 is no longer on file.

Inspection & searches

The School reserves the right to enter and to search any and all property maintained and/or owned by the School on the School's premises. This may include, but is not limited to: lockers, purses, offices, work areas, desks, drawers, backpacks, filing cabinets, bookcases, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on School property or in School provided parking areas, and any place where an item may be hidden. Additionally, the School may search a vehicle owned by it and used by the Team Member, and a vehicle owned by a Team Member that is being used to conduct business on behalf of School, regardless of whether the vehicle is located on School property at the time. Searches may be conducted by School's management or local authorities. To the extent the search is requested by School's Director and the Team Member is present, the Team Member may refuse the search; provided, however, that such refusal may result in discipline up to and including termination of employment and/or removal from the premises for refusal to cooperate. The School reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the Team Member being present.

All Team Members are prohibited from tape recording, which includes any other recording device, any conversations in the workplace, including but not limited to those with clients, parents, students, other Team Members, administrators, directors, the President and/or any President of the School, without written consent from the President.

The School may install cameras throughout the facility for the security of its Team Members. Therefore, all activities on the premises may be recorded on video tape by closed circuit recorder.

A Team Member's consent to a search is required as a condition of employment and the Team Member's refusal to consent may result in disciplinary action up to and including termination.

Insubordination

We expect every employee to follow the reasonable and lawful instructions of supervisors and other management officials. Failure to do so constitutes insubordination and may result in immediate dismissal.

Interaction and Communication with Students

As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. We support and endorse a strict policy of respect toward students and expect employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.



In addition, employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; writing a counseling report; etc.).

Moreover, if you are an employee who is also a parent of a student at our School, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the appropriate administrator. Do not take personal action to address the situation.

Job descriptions

It is the intention of Administration to have accurate job descriptions for all jobs at Schola International. Job descriptions are used to help new employees understand their jobs and their responsibilities. Job descriptions are also used to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Administrative Department prepares a job description when a new job is created. We review existing job descriptions and change them when a job changes. A Staff Members can help by making sure that his/her job description is accurate and describes the job duties.

A job description does not necessarily cover every task or duty that a Staff Member may be assigned. Staff Members may be assigned additional responsibilities as necessary. Questions related to job descriptions should be directed to the Director or Owner.

Negligent acts

It is the intent of the School to provide their Team Members the necessary vehicles, tools, and equipment to perform his or her assigned duties. It is the responsibility of each and every Team Member to protect the School's investment in these vehicles, tools, and equipment. In the event of damage to the School property due to a Negligent Act the Team Member may be held financially responsible for the repair, or replacement of the equipment. Negligent Act is defined as the failure to act as a reasonably prudent worker in the same or similar circumstances. It is not the intention of the School to punish Team Members for non-negligent accidents. It is only our intention to hold Team Members accountable for accidents, which are Negligent Acts. All assessed amounts will be deducted in equal payments from the Team Member's payroll, to the extent permitted by federal, state and local statutes. The terms of payment will be negotiated between the Team Member and management. Team Members are required to sign a payroll deduction authorization form as a condition of employment.

Outside activities

Team Members may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest, such as carrying for our customer's children outside of work. At least two weeks before accepting outside employment, Team Members are to notify their Director or President in writing. The notice must contain the name of the business, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the Team Member's job, at any time, Team Members may be required to terminate such activity. If after a warning, the Team Member is unwilling to terminate the second job



and, in the judgement of the President, the performance at the School continues to suffer, then the Team Member may be terminated.

Parking

We strive to keep the parking as customer friendly as possible. However, due to limited parking, Staff Members are expected to follow the current parking policy, as communicated via email. Staff Members that do not adhere to the current parking policy will either be written up or lose their opportunity to park in the designated spots during their next assigned month.

Personal Appearance

The School requires all Team Members to present a professional yet friendly image to the public and the School's current and prospective clients, parents and students. Accordingly, Team Members must wear appropriate attire while at the School or conducting School business.

Expensive clothing is not necessary for a well-groomed appearance. Clothing should be clean and neat. Team Members should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

Each Team Member is required to wear a School garment. Aprons are provided for non-administrative Team Members and shirts are provided for the Director and other administrators. Aprons must be dropped off in the utility room to be washed at the end of each shift. They are not to be laundered at home. Dress modestly and professionally in comfortable clothes. If School shirts have been provided for a Team Member to wear, then s/he must wear the shirt daily. Working in the classroom requires a great deal of walking, bending and sitting on the floor, so we recommend wearing a loose, comfortable, solid-colored shirt.

The School wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Spandex, yoga pants, exercise or work out attire
- Bare feet, sandals, flip-flops or any open-toed shoes
- Pants, shorts, or skirts worn below the waistline
- Sexually provocative clothing or the observable lack of undergarments and exposed undergarments
- Clothing with profanity, nude or semi-nude pictures
- Shirts worn off the shoulder
- Clothing with sayings on them or graphics, including clothing with sexually suggestive slogans, cartoons, or drawings and/or clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear including holes, tears, stains, etc.
- Slippery shoes and/or shoes that leave skid marks
- Any clothing or accessories that would present a safety hazard
- Tattoos that are not appropriate in content (as to be decided by the Director or President)
- Facial jewelry such as nose rings or piercings that are too large or not an appropriate color (as to be decided by the Director or President)
- See through garments
- Shorts or skirts that rests more than 2 inches above the knee when standing up
- Lingerie-type clothes
- Sleeveless shirts
- Cleavage-baring shirts

All Team Members are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and businesslike and should not interfere with a Team

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Member's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies including but not limited to the smell of cigarette smoke. Makeup should be neutral, tasteful and conservative. Piercings that the Director deems inappropriate must be removed and not worn again at work.

Directors are responsible for enforcing dress and grooming standards for their department. Any Team Member whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the Team Member may be sent home to correct the situation.

If a Team Member is wearing a Schola International shirt and is out in public (and we kindly ask that no one wear our shirt in public but understand of course that our Team Members might to and from work and on lunch break), s/he must act in an appropriate manner.

Violations of this dress code policy may result in disciplinary action up to and including termination.

Reasonable accommodation will be made for Team Members' religious beliefs and disabilities whenever possible. If you would like to request an accommodation or have other questions about this policy, please contact the President.

Personal Conduct out the center

Any time that Staff Members get together as a group, including outside the Center, they represent Schola International, and are so recognized by families and other staff. Therefore, it is very important that Staff Members act in a professional manner and refrain from speaking about children and families, or acting inappropriately when together as a group, even when Staff Members are not physically within the walls of the facility.

Personal Files

Schola International maintains a permanent personnel file for each staff member. These files are confidential, and staff must arrange a time with the Director and/or Assistant Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director and/or Assistant Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

Personnel records

The School will maintain various employment files while individuals remain a Team Member of the School. Examples of these files are Team Member personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, Team Members are required to notify their director so the appropriate updates can be made to the files. The school will take reasonable precautions to protect Team Member files and Team Member personally identifiable information in its records. Personnel files are the property of the school and access to the information contained therein is restricted. Only the Director, office Team Members, the President, Director, the President, legal officials and representatives of the school who have a legitimate reason to review information in a file are allowed to do so. During

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the course of their employment, Team Members may review their file at a previously scheduled time with the President or the Director present.

Personal Use of Schola international Communication and Computer Systems

General Usage - Because personal communications can be accessed without prior notice, employees should not use School Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from downloading information from the Internet for personal use.

Telephone Usage - The Telephone Systems (including voice mail) at the Schools are the property of Schola International and are provided for business or school purposes. Schola International may periodically monitor the usage of the Telephone Systems to ensure compliance with this Policy. Therefore, employees should not consider their conversations on the School's telephone systems to be private.

Performance Evaluation

At the sole discretion of the School, Team Members may receive formal and/or informal appraisals of their job performance at any time during the course of their employment. This evaluation may be either written or oral.

If in this appraisal Team Members are given an evaluation sheet or other written document, Team Members will be required to sign it. A Team Member's signature does not necessarily indicate that the Team Member agrees with all the comments, but merely that the Team Member has been given the opportunity to examine the evaluation and fully discuss the contents of it with their director. The completed and signed evaluation form will be placed in the Team Member's personnel file and the Team Member will receive a copy of the performance evaluation. Refusing to acknowledge receipt of a performance appraisal by not signing the same shall subject the Team Member to discipline up to and including termination.

Procedure for calling in sick or for family emergency

If unable to report to work due to illness, child's illness or family emergency, the Assistant responsible for opening the School must be contacted at least two hours before your shift begins; if more notice is possible, it would be appreciated.

When a Staff Member does not report to work or leaves work early due to illness or child's illness, the Staff Member must contact the "Scheduler" before 7:30pm that same day via email or text message to make it known if he/she will be reporting to work on the following day. If communication is not made by 8:00 pm, the assumption will be that the Staff Member will not be returning to work on the following day and a substitute will be arranged.

Staff Members that miss work due to illness may be required to bring a doctor's note or have a medical release before returning to work. A doctor's note is required for all sick leave absences taking place on the first and last business day of each week. After calling in sick more than three times in a 12-month span, the Staff Member will be required to bring doctor's notes for subsequent sick leave absences within that 12-month span.

Car trouble is not considered an emergency. Please arrange for a ride from a friend, family member or taxi if the problem arises.

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Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Administrator and could be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other Staff Members but affects the children as well. Without a doubt, working in a childcare environment can sometimes be very stressful. Please let the Administrator or Director know if a regroup or even a “*stress free*” day off needs to be taken. The Schola International strives to be sensitive to the needs of its Staff Members and will try to decide to accommodate such needs.

Promptness

Promptness is essential. Staff Members who arrive late or take a prolonged lunch hour place an unfair burden on their fellow team members. Habitual tardiness and/or absenteeism will be reprimanded and constitutes grounds for termination at the discretion of the Director, Financial Advisor and/or Owner. When a Staff Member is running late for work, he/she must notify the Assistant Director responsible for opening the School before the shift begins.

Professionalism

Schola International staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Dress appropriately for interaction with children.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers).
- Attend staff meetings and other Center events.

State and Local Licensing Requirements

Each state in which Schola International Schools operates has specific licensing requirements to perform specific jobs associated with child education and care, which may include, but are not limited to, age, education, background checks, fingerprinting, etc. Employment with Schola International School will be contingent upon the satisfaction of any and all relevant state licensing requirements.

Each Schola International School carries a State and/or local license and is expected to be in compliance with every licensing regulation as stated in the Licensing Regulations Book. It is the expectation of Schola International Schools that all employees are familiar with the regulations and comply with all regulations.

Recording Devices

To maintain the security of our premises and systems, Schola International prohibits unauthorized photography, audio or video recording of its employees, confidential documents, students, or parents. Any violation of this policy will lead to disciplinary actions up to and including termination.

Expectations of Teachers and Persons Supervising Students

Teachers and any person supervising students at any time are prohibited from using handheld devices during any period of supervision, classroom activity, field trip, or other event in which the employee is responsible for the student’s welfare, unless use of such device is for emergency or other specially authorized purposes.



Reporting Irregularities

It is the responsibility of each Team Member of the School to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of School funds or property and suspicious persons or activity.

If a Team Member's actual or constructive knowledge of any irregularity exists and the Team Member does not report it to the Director and/or the President, that Team Member has engaged in unacceptable job performance and may be subject to corrective action, up to and including termination.

Retaliation

It is against School policy and unlawful to retaliate in any way against anyone who has lodged a discrimination, harassment or retaliation complaint, has expressed a concern about harassment, discrimination or retaliation, or has cooperated in a harassment, discrimination or retaliation investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for disciplinary action. Individuals who feel that they have been retaliated against shall follow the Complaint Procedure outlined above.

However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including termination.

Safety

Establishment and maintenance of a safe work environment is the shared responsibility of the employer and Team Members at all levels of the School. Accordingly, Team Members must observe the following health and safety rules:

1. Be aware of the current fire and disaster plans for the School, the locations of the fire alarms and extinguishers, the fire drill routes, routines, and duties in case of fire or disaster.
2. Use all safety equipment and supplies that are provided (soap, gloves, and disinfectants).
3. Wash hands after using the bathroom, before and after changing soiled clothing, after nose wiping, before and after eating, after contact with a sick child, and using disposable gloves.
4. Use extreme care when lifting. Assistance should be sought for heavy loads. Crouch close to the object or child with legs bent at 90-degree angle at the knees. Keep back as vertical as possible. Do not arch the back. Secure a firm grip on load. Hold the head up (this helps lock the back muscles). Lift smoothly by straightening the legs. Turn the whole body when changing directions rather than twisting. Team Members with medical conditions should follow the advice of their physician.
5. Avoid accidents by eliminating hazards. Check playground continuously for broken equipment, glass, sharp objects, routinely monitor safety of room equipment, keep all chemicals out of reach of children, and remove sharp objects from children.
6. Everyone entering the school, except parents whom Team Members know, must be asked to identify him/herself. If there is a doubt as to the validity of the person's reason for being in the school, do not let them enter. Team Members must verify the identity and purpose of the person with the Director to determine if that person should enter. If neither is available, do not let them in.
7. Non-slippery footwear should be worn during working hours. If there is a spill, clean it up immediately.
8. Wear disposable gloves when handling food, touching bodily fluids, and changing a diaper or soiled clothing.
9. Earn a food handler's certificate as mandated by the State of Texas if cutting up food.

In the event a Team Member becomes injured or witnesses an injury during working hours they must report it immediately to the nearest available Director. Team Members are to render any assistance requested by supervisor, Director or designee. Any questions asked by law enforcement or fire officials making an investigative report should



be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. Team Members should report all nonfunctioning, hazardous equipment to the nearest Director immediately.

Scholl phone usage & Personal Cellphones

The telephones of the School are to be restricted to business calls for School business. All Team Members are required to be professional and conscientious at all times when using School phones. If a Team Member answers the school phone because the Director or President is unavailable to do so, please use the approved greeting (“Sunrise Montessori. This is your name.”) and speak in a courteous and professional manner. Please confirm the information received from the caller, write down their name and phone number, and hang up only after the caller has done so. Please locate the Director and inform them of the call as soon as possible.

The use of personal cell phones, tablets or other devices during working hours for personal use, including phone calls, and texting is prohibited during work hours except on approved break times. If a Team Member chooses to use their cell phone on their break time, s/he must use it in a non-work area or outside of the building. Other communication devices that can show and/or send written messages and/or access the Internet, such as a Smart Watch, should be treated as a cell phone. A cell phone or other communication device seen in a work area, even if it is turned off, will be construed as use and may result in a written reprimand.

For privacy purposes, all Team Members are prohibited from using their personal phone and/or devices to take pictures or make videos of students and/or their parents and/or to share or post said pictures or videos to any third person or anywhere online.

Using a School tablet for personal use is also not allowed. Team Members are permitted to take pictures of students using a School tablet in order to share with the Student’s parents.

Team Members may not make or receive phone calls until the Director assigns someone to cover their duties.

Team Members who violate this policy are subject to disciplinary action, up to and including termination of employment, and/or may be prohibited from possessing personal phones on School property and/or during work hours.

Social Media

The following principles apply to professional use of social media on behalf of Schola International as well as personal use of social media when referencing Schola International.

- Staff Members are prohibited from posting photos of children enrolled at the Center or personal information about them on the Internet, including Facebook, Instagram, and blogs. This policy is in place to protect the privacy of children enrolled at the Center and their families.

Team Member Handbook



- Staff Members need to know and adhere to Schola International's Staff Member Handbook, and other company policies when using social media in reference to The Schola International.
 - Staff Members should be aware of the effect their actions may have on their images, as well as Schola International's image.
 - Staff Members should be aware that Schola International may observe content and information made available by Staff Members through social media. Staff Members should use their best judgment in posting material that is neither inappropriate nor harmful to The Schola International, its employees, or customers.
 - Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
 - Staff Members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Staff Members should check with the Administrator and/or supervisor.
 - Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Staff Members should refer these inquiries to authorized spokesperson of The Schola International. If Staff Members encounter a situation while using social media that threatens to become antagonistic, Staff Members should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- It is highly recommended that Staff Members keep Schola International related social media accounts separate from personal accounts.

Staff member conduct on the job

Each Staff Member is expected to act at all times on behalf of and in accordance to the values of Schola International. The facility is legally liable for negligence and harm to any child incurred at the Center; therefore, extreme caution must be used by all Staff Members when performing job duties. Furthermore, Staff Members must, at all times, use appropriate language when communicating with children, families or other Staff Members. Use of foul or inappropriate language at Schola International is grounds for dismissal.

Substance abuse policy

The use and abuse of drugs or alcohol pose a serious threat to Schola International, the Staff Members, children, and their families. To maintain and ensure a safe, healthy, and efficient environment, the Center has adopted the following policies. Staff Members shall not be under the influence of drugs or alcohol during working hours. It is strictly forbidden to consume drugs or alcohol on a lunch break.

The possession, use, or sale/distribution of alcohol or drugs, in any amount, on our premises or while on duty is strictly prohibited. The only exception to this policy is possession and use by a Staff Member of a medication which has been prescribed specifically for the individual by a licensed physician. If the prescription drug is such that it may impair performance or judgment, the Staff Member should not work while taking the drug(s). To ensure the safety of the children, all staff medications, including prescription and over the counter, must always be stored up high, out of any child's reach.

Any Staff Member may be required to submit to and release the results of an alcohol and/or drug examination upon reasonable suspicion or cause from the Director, Financial Advisor or Owner. Reasonable cause is defined as a reasonable suspicion that the individual has drugs or alcohol in his/her possession or is currently impaired by drugs or alcohol, based on observations concerning the appearance, behavior, speech, or smell of a Staff Member.

Schola International will institute such procedures as required to effectively enforce this policy. This may include the requirement that Staff Members cooperate in personal, or facility searches when the possession of alcohol or drugs is suspected. Refusal to cooperate with these procedures; refusing to take and release the results of any substance

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test requested by the employer; testing positive on any such test and any other violation of these policies will subject the Staff Member to immediate termination or such other disciplinary action as the employer may determine in its sole discretion to impose upon the individual.

Theft

We do not tolerate theft in any form. In order to protect you, your co-workers, faculty, our students, and Schola International Schools, we reserve the right to inspect personal property as outlined in the Inspection Policy.

Timekeeping

Each Team Member is required to record their hours.

Accurately recording time worked is the responsibility of every Team Member both exempt and non-exempt. Time worked is the time actually spent performing assigned duties. The Team Member should accurately record the beginning and ending time of work as well as the beginning and end time of each lunch break or other leave by clocking in and out on the school's attendance tracking computer system.

Lunch periods are unpaid time when Team Members are relieved of all duties. Waiver of the lunch period requires prior approval of the Team Member's Director. Under no circumstance may the waiver of the lunch period result in overtime work. Team Member are free to leave the school premises during their scheduled lunch break.

Regardless of late arrival, lunch time must be taken at the typically scheduled time unless Director says otherwise. Lunch times are typically split into 2 groups, for example, Group 1's lunch period is from 1:00 p.m. to 1:30 p.m. and Group 2 is from 2:00 p.m. to 2:30 p.m.

If a Team Member fails to return to relieve a teacher for their regularly scheduled lunch break, then the Team Member in the classroom needs to contact the Director (via the walkie talkie) so that a floater can be assigned to cover their lunch period.

Team Members may be asked to stay on site a few days per month during their lunch hour to maintain our lunch hour ratios (ask the Director for clarification) in which case the Team Member shall be compensated for their lunch time.

It is the Team Member's responsibility to certify the accuracy of all time recorded at the end of each pay period by checking their time. If corrections are required on the timekeeping log, the Team Member shall notify the Office Manager via email at info@scholainternational.com or the Director at info@scholainternational.com of the discrepancy as soon as possible so it can be fixed. Failure to inform the Director of time discrepancies in a timely manner can result in paycheck garnishment.

Non-exempt hourly Team Members are not permitted to work overtime (including but not limited to by starting work early, skipping lunch, work late, working after hours or working on days off) without prior authorization from the Director. Overtime includes clocking in early, clocking out late, or working through the scheduled lunch period. Non-exempt Team Members who work unauthorized overtime will be paid for the time worked, but may be subject to disciplinary action, up to and including termination of employment.

Team Members who have Paid Time Off (PTO) available and who are late, leave early or are absent during scheduled work times shall have that time automatically deducted from their available PTO and shall be paid for such time as

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long as they have sufficient PTO to cover the missed time. Hourly Non-Exempt Team Members who have exhausted all of their Paid Time Off (PTO) and who are late, leave early or are absent during scheduled work times shall not be paid for such missed time. Exempt Salaried Employees who have exhausted all of their Paid Time Off (PTO) and who are late, leave early or are absent for all or part of a day during scheduled work times will be paid only when required

Work assignments

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, Team Members may be required to perform duties or tasks of a fellow Team Member who is absent or for a position that is temporarily vacant. Team Members will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

POLICIES

Anti-Bullying policy

In addition to the School's anti-harassment/discrimination/retaliation policies, the School believes it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual Team Members and the School as a whole. Workplace bullying may cause the loss of trained and talented Team Members, reduce productivity and morale, and create legal risks. The School believes all Team Members should be able to work in an environment free of bullying and abusive conduct.

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards a Team Member (or a group of Team Members), which are intended to intimidate, degrade, humiliate or undermine; or which create a risk to the health or safety of the Team Member(s). Some examples of workplace bullying include repeated acts such as:

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of the Team Members in a work group
- Being the target of cursing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the Team Member
- Excessive "prank" jokes or teasing of a Team Member
- Using School communication systems, such as but not limited to internet or email, or personal systems such as cell phones, to relay derogatory and unkind statements regarding a fellow Team Member or coworker to anyone

The school considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors and Directors are to assume the responsibility to ensure Team Members are not bullied. Any Team Member who bullies a coworker will be subject to disciplinary action, up to and including termination of employment.

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The school encourages all Team Members to report workplace bullying to a director or President with whom Team Members are comfortable speaking. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, the school will attempt to fully maintain confidentiality possible.

It is a violation of School policy to retaliate or otherwise victimize a Team Member who makes a complaint or a witness who serves in the investigation of the workplace bullying allegation.

Breaks Policy

Break Policy (In Accordance with Texas Education Code, Section 21.405)

At Schola International we adhere to the Texas Education Code, Section 21.405, which stipulates that classroom teachers full-time are entitled to a lunch break under specific conditions.

Lunch Break for Classroom Teachers: In compliance with Texas Education Code, Section 21.405, all classroom teachers full-time are entitled to a 30-minute lunch period, free from all instructional and supervisory duties related to students, except as provided by Subsection (c).

This lunch period is to be completely free from responsibilities related to student instruction or supervision. We strive to ensure that this time is uninterrupted, but in circumstances where it may not be possible, alternative arrangements will be discussed and provided.

Breaks for Other Staff: For staff part time, no formal lunch break is required. However, a 15-minute recess break may be granted with prior approval from a supervisor to ensure coverage and avoid disruption to the school's operations. This break should be coordinated in advance and is designed to give employees time to recharge during the day.

Child and business records Policy

All child and business records are confidential and are the property of The Schola International. No child's or business' records shall be removed from the center. With a request in writing, a parent is entitled to a copy of his/her child's records. The original file belongs to the Center and must always be kept on file.

A child's records cannot be altered or erased. If there is an error, cross it out with a single line, initial it, and correct it. All entries made in a record by any Staff Member should be initialed.

Continuing Education

Staff Members counted in staff/child ratios are responsible for completing their 24 clock hours of annual training required by Child Care Licensing. At least six hours of annual training must be in one or more of the following topics: Child growth & development; Guidance & discipline; Age-appropriate curriculum; and Teacher-child interaction. At least one hour of annual training must focus on prevention, recognition, and reporting of Child Abuse. The remaining clock hours must be relevant to assigned job responsibilities. If a Staff Member provides care for children less than 24 months of age, one hour of annual training must cover: 1) Recognizing and preventing shaken baby syndrome; 2) Preventing sudden infant death syndrome; and 3) Understanding early childhood brain development.

No more than 50% of required annual training hours may be obtained through self-instructional/online training.

Team Member Handbook



Schola International holds two staff in-service days each year, in February on President's Day and on the last Friday before Northside Independent School District's school year begins in August. It is required that Staff Members, both full time and part time, are present for these in-service days.

Payment for registration of seminars, workshops, classes, etc., is handled on an individual basis. When attending non-required training requested by the Director or Financial Advisor, registration fees may be reimbursed in special circumstances; this decision will be made by the Program Director or Financial Advisor on a case-by-case basis. Reimbursement will only be provided upon submission of appropriate documentation (original certificate or letter) of such training.

Additional staff training is always encouraged. However, unless additional training is requested by Director, Staff Members will not be compensated for training hours beyond the 24 annual hours required by childcare licensing.

Cooperation With Law Enforcement Agencies

Schola International shall cooperate fully with local, state, and federal law enforcement agencies, keeping in mind the rights of students and parents/guardians. If you are contacted by a governmental or law enforcement agency, you should immediately contact the Director.

Hippa privacy requirements

A federal law called the Health Insurance Portability and Accountability Act (HIPAA) has some important privacy requirements which outline specific ways in which we must protect the personal medical information of our Team Members.

Because of this law, some of the unique programs and practices that make us a special place to work may be limited. For example, if your spouse asks the Human Resources Director for protected health information about you or a dependent who is not a minor, we must first receive your written authorization for disclosure.

Included with your new hire paperwork is our Notice of Privacy Practices which describes in depth how the school protects health information, what information we can be required by law to share, and your rights regarding your health information. After reading it, if you have any questions or concerns, please contact President, Shannon Black.

Should you feel that your rights under HIPAA have been violated by a HIPAA Team Member who has access to your protected health information, you should contact President, Shannon Black.

Hiring of relatives

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to a Staff Member by blood or by marriage, or whose relationship with the Staff Member is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all Staff Members regardless of their gender or sexual orientation.

Although Schola International does not prohibit employing relatives of current Staff Members or persons involved in a dating relationship, we will monitor these situations when the Staff Members are in the same area. In case of an

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actual or potential problem, we will take quick action. This can include reassignment or, if necessary, termination of employment for one or both of the Staff Members involved. If a Staff Member is in a close personal relationship with another Staff Member, we ask that he/she avoid displays of affection or excessive personal conversation at work.

Open door policy and communication

The School encourages open communication among its Team Members, especially among Team Members and management. Team Members should contact their Director for all work-related questions and concerns, as well as for relevant School information.

In order to best achieve a productive work environment, the School encourages you to openly raise job related questions, concerns or complaints with the Director. This provides you with an opportunity to contribute ideas and suggestions to improve our operations. It also allows the Director the opportunity to resolve problems. While the ideal solution may not always be found, every effort will be made to achieve a workable resolution.

Personal Call policy

Only very short personal calls are permitted during working hours. If a Staff Member must make or receive an extended phone call, he/she must first make sure there is adequate coverage and then clock out for the call.

Playground Policy

When a teacher takes his or her class to the playground or field, he/she should supervise the students at all times. If there is more than one class on the playground at the same time, the teachers should spread out so that all of the students are being supervised at all times. Students may not engage in any activity which could cause harm to them or any other students.

Policy for vaccine preventable diseases

Due to the young age of infants and children and the proximity of children and caregivers throughout the day, there is an increased risk of illness and infection in children and staff in childcare settings. Some of these illnesses, such as flu and whooping cough, are vaccine preventable. It is required by Child Care Licensing that all children enrolled in group care have up-to date immunizations (based on Texas Minimum State Vaccine Requirements for Vaccines for Child Care Facilities), unless exempt for medical conditions or reasons of conscience. The State does not have vaccine requirements for adults working in childcare centers.

At present Schola International does not require any specific immunizations for adults working in the Center. However, the following vaccines are recommended:

- Influenza: This immunization, given once yearly, helps protect against the flu. Persons caring for children younger than 12 years of age are at increased risk for flu. Furthermore, infants cannot receive this vaccine before 6 months of age. Therefore, they are at increased risk for contracting the flu from infected caregivers.
- Pertussis (whooping cough): This illness is very contagious and most severe for babies. Whooping cough is usually spread by coughing or sneezing and many babies who get whooping cough are infected by persons including

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caregivers who may not know they have the illness. Most people have been vaccinated against whooping cough during childhood. However, it is now known that the immunity from this vaccine wears off over time. Adults may therefore be susceptible to contracting whooping cough and spreading it to others.

Many insurance policies cover the cost of immunizations. For Staff Members who are not insured, vaccines may be received at a minimal cost (<\$25.00 for each vaccine) through the ASN (Adult Safety Net) program created by the State. Local ASN clinics may be located at the following website: www.dshs.state.tx.us/ASN.

Privacy Policy

One of our most important assets is our students' and parents' trust. Keeping student and parent information secure and using it appropriately is therefore a top priority for all of us at Schola International. Employees must safeguard any confidential information our parents and students share with us. Employees must also ensure that they use student and parent information only for the reasons for which the information was gathered, unless further use is allowed by law.

Supervision and job requirement as mandated by HHS and DFPS

The Department of Family and Protective Services (what we also refer to as "Licensing") governs and oversees the care of children enrolled in licensed care at centers and homes in the State of Texas. They are in turn governed by Health and Human Services. We are required to follow all of the rules listed in their Minimum Standards, which can be found on their website at <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>. All Team Members should be or become familiar with the rules relating to their position of supervising children, safety and other requirements as outlined in Minimum Standards in order to effectively perform the duties of their position.

"supervise" or "supervision" are mentioned in Minimum Standards 141 times, so supervision is an important responsibility and the number one job requirement. What follows is an excerpt from Minimum Standards on supervision to define and summarize its importance:

§746.1205. What does Licensing mean by "supervise children at all times"? Subchapter D, Personnel Division 3, General Responsibilities for Child-Care Center Personnel September 2003

Supervising children at all times means that the assigned caregiver is accountable for each child's care. This includes responsibility for the ongoing activity of each child, appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary to ensure children's safety. In deciding how closely to supervise children, the caregiver must take into account: (1) Ages of the children; (2) Individual differences and abilities; and (3) Indoor and outdoor layout of the child-care center.

Below is a broad list of expected actions to ensure superior supervision as listed in Minimum Standards (All Team Members are required to learn/read and practice Minimum Standards and this list is not to be considered the only measures one must take to properly supervise children):



- Learn and follow ratio guidelines; if your group of children exceeds ratios, inform Administration so that another caregiver can join your group. Learning ratios is especially important when combining children with other classrooms or age groups.
- Do not sit down while supervising outside. Do not sit down inside unless you can properly supervise every child in your classroom.
- Check children in and out of Preschool 2 Me as they are dropped off and picked up. Ask how many children you have as you come into the group to supervise them, count them and then verify that number with Preschool2Me.
- Do not fall asleep or lay down during naptime.
- When transitioning to another location (classroom, playground, etc.), follow the procedure of visual confirmation as well as counting the number of children after crossing any doorway or turning a corner. Lead a line of children by walking backwards so you can supervise at all times. Once the new location has been reached, recount and visually confirm EACH child on your tablet to ensure all children are accounted for.
- Check your environment and remove any hazards, like items laying in a walk/run zone or trash. This is especially important on a playground.
- Ensure that the light level in your classroom especially during nap time is high enough that you can see every child.
- Always know how many children are in your care and who is the youngest and oldest in your group. These will be asked of you by Administration and Licensing.

We cannot list everything in this Handbook that is mandated by Licensing, however, we are highlighting supervision and next, child abuse, so that there are no misunderstandings.

Visitors/Unauthorized visitors in the workplace policy

To provide for the safety and security of Team Members, visitors, and the facilities at the School, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards Team Member welfare, and avoids potential distractions and disturbances.

Visiting family and friends must check in with the Director or person in charge and wait in the lobby while the Team Member is in class. Team Members may not leave class to meet a visitor until the Director assigns someone to cover their duties.

An unauthorized individual on the premises is defined as a person who has no business reason to be on school property. This includes former Team Members. If a person on the property is identified as an unauthorized person, the Team Member should ask them to leave. If s/he does not respond when asked to leave the property, the Team Member should call the police (911). Team Members should ask the Director to handle these incidents if possible before handling it themselves.

Parents, guardians, or emergency contact persons are required to show proper identification (driver's license) prior to picking up or coming into contact with children.

Weather-Related closing

Schola International will remain open during most severe weather. The Director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

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In the event that Schola International closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during weather closings; however vacation days may be applied.

ACKNOWLEDGEMENT

I acknowledge receipt of Schola International Preschools, Team Member Handbook dated _____. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the School.

I understand that, unless I enter into an express written employment contract between the School and myself, that is signed by myself and the President, that:

I am an at-will Team Member and my employment can be terminated at any time, with or without cause and with or without prior notice either by the School or myself.

I am not being hired for any definite period of time even though my wages are paid regularly.

No promises or representations have been made to me that I can be disciplined or discharged from my employment with the School only under certain circumstances or after certain events.

My at-will employment status cannot be altered by oral modification.

I am aware that the contents of the Team Member handbook are presented as a matter of information and that the handbook can be amended at any time, and that the employment at will provision cannot be altered except by an express written employment contract between the School and myself that is signed by myself and the Director.

I understand and agree that the handbook is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the School. I also understand that neither the handbook nor any policy of the School is a guarantee or promise of employment or continuing employment.

I have been given an opportunity to ask questions regarding School policies.

Date Signature

Team Member Handbook



Print Name

WAGE DEDUCTION AUTHORIZATION FORM

I understand and agree that my employer, Schola International Preschools, may deduct money from my pay for reasons

- If I receive an overpayment of wages for any reason.

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- The cost of repairing or replacing any School supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the school during my employment;
- Credentials or other types of training paid for by the School that was not finished;
- Child care.
- My portion of any group health, other insurance programs or retirement benefits.
- Required federal, state or local withholding taxes.
- Installment payments on loans or wage advances given to me by the school, and if there is a balance remaining when I leave the School, the balance of such loans or advances.

I agree that the school may deduct money from my pay under the above circumstances, or if any of the above situations occur, on a semi-monthly basis, as permitted by law, as long as the deduction would not cause the amount received after the deduction to fall below the minimum wage level.

Date
Signature
Print Name

COMMUNICATION ACKNOWLEDGEMENT FORM

I understand and agree that I have access to email, phone calls and texts from my employer, Schola international Preschools, in order to receive communication updates on the Team Member Handbook, timesheets, Weekly Updates, Administrative Updates, and any other electronic communication they send me. I also have online access to ADP in order to access my paystubs, W-2, deductions, and 401k information and it is my responsibility to check my account regularly.

Team Member Handbook



_____ Date

_____ Signature
_____ Print Name