



EMPLOYEE HANDBOOK

Preschool & Child-Care Center Staff

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Welcome to Schola International

Dear Team Member,

Welcome to Schola International. Every employee helps create a safe, joyful, respectful, and developmentally appropriate learning environment. Our work combines attentive care, meaningful relationships, and thoughtful learning experiences inspired by Montessori, Reggio Emilia, Waldorf education, Spanish immersion, nature, and play-based practice.

This handbook explains the workplace standards that support our children, families, and team. Please read it carefully, ask questions, and follow both this handbook and all current instructions issued by the Director or Child-Care Licensing.

Thank you for bringing patience, professionalism, warmth, and integrity to our school.

Sincerely,

Maria Alejandra Giraldo Arredondo Director, Schola International

How to Use This Handbook

- “Company,” “School,” “Schola,” “we,” and “our” mean Schola International and the employing legal entity identified in the employee’s offer or wage agreement.
- “Director” includes the designated center director or an authorized management representative.
- Preschool-specific rules apply to caregivers, teachers, substitutes, floaters, administrators, volunteers, and other persons when they have access to children or regulated operations.
- Questions and reports may be directed to the Director at info@scholainternational.com or 210-556-4716. If the Director is involved in a complaint, employees may contact the Owner/Managing Member or the appropriate government agency.

1. Handbook Status & Employment Relationship

1.1 At-Will Employment

Employment with Schola International is at will. This means either the employee or Schola may end the employment relationship at any time, with or without cause or advance notice, subject to applicable law. Nothing in this handbook, an evaluation, a schedule, a disciplinary step, or an oral statement creates a promise of continued employment.

Only a written agreement that expressly changes at-will status and is signed by both the employee and Schola's Owner/President may do so. A request for two weeks' resignation notice is a professional courtesy and operational expectation, not a contractual requirement.

1.2 Handbook Changes and Administration

Schola may interpret, revise, suspend, or discontinue policies, practices, schedules, or benefits at any time, subject to law and written plan terms. Changes to wages will be communicated prospectively. The at-will policy may be changed only as stated above. The Director administers this handbook and may issue procedures consistent with it.

1.3 No Guarantee of Hours or Optional Benefits

A schedule, classification, or expected number of hours is not a guarantee of work. W-2 status identifies an employee for payroll and tax-reporting purposes; it does not by itself create eligibility for optional employer-sponsored benefits. Schola provides all wages, protections, insurance notices, leave, and other rights required by applicable law. Any optional benefit is available only if and when established under a separate written plan or policy, and eligibility, contributions, enrollment, coverage, continuation, and termination are governed by that document. If this handbook conflicts with a governing plan document, the plan document controls.

2. Equal Opportunity, Respect & Accommodations

2.1 Equal Employment Opportunity

Schola provides equal employment opportunity and prohibits unlawful discrimination based on race, color, religion, sex (including pregnancy, childbirth, related medical conditions, sexual orientation, and gender identity), national origin, age, disability, genetic information, military or veteran status, or any other status protected by federal, Texas, or applicable local law. This applies to recruiting, hiring, assignments, pay, scheduling, training, promotion, discipline, separation, and all other employment terms.

2.2 Harassment Prohibited

Harassment based on a protected status is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, electronic, or physical conduct of a sexual nature when submission or rejection affects employment or when conduct creates an intimidating, hostile, or offensive work environment. Prohibited conduct may come from or target any person, regardless of sex or position, and may involve coworkers, managers, families, vendors, or visitors.

- Examples include slurs, stereotypes, sexual or derogatory jokes, repeated unwelcome comments, unwanted touching, leering, sexual images or messages, threats, stalking, and retaliation after a person objects or reports.
- Employees must report concerns promptly to the Director, Owner/Managing Member, or another manager. An employee may bypass anyone involved in the concern.
- Schola will respond promptly, conduct an impartial review appropriate to the circumstances, limit disclosure to those with a business need to know, and take corrective action when warranted. Absolute confidentiality cannot be promised.

2.3 Disability and Religious Accommodation

Schola will provide reasonable accommodation for a qualified individual's disability and for sincerely held religious beliefs or practices when required by law, unless doing so would create undue hardship or a direct threat that cannot be reduced by reasonable accommodation. Employees may make a request orally or in writing; no special words are required. Contact the Director. Medical information will be kept confidential as required by law.

2.4 Pregnancy, Childbirth, and Lactation

Schola prohibits pregnancy discrimination. Where applicable, Schola will engage promptly in an interactive process and provide reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation creates undue hardship. Possible accommodations may include water, food or restroom breaks, seating, schedule adjustments, temporary help with lifting, temporary reassignment, leave, or other effective changes.

Most employees are entitled under federal law to reasonable break time and a private place, other than a bathroom, to express breast milk for up to one year after birth. Breaks will be paid when required by law, when concurrent with a paid break, or when the employee is not completely relieved from duty; otherwise, they may be unpaid. Employees should coordinate coverage, so child supervision and ratios are maintained. Retaliation is prohibited.

3. Employment, Qualifications & Records

3.1 Employment Classifications

Classification	Meaning
Nonexempt	Eligible for minimum wage and overtime under applicable law; must record all hours worked. Most preschool teachers and child-care workers are nonexempt.
Exempt	Classified only after Schola confirms that both salary-basis and duties tests are satisfied. Job title alone does not determine exemption.
Full-time	Normally scheduled 30 or more hours per week for Schola administrative purposes; benefit rules may use a different definition.
Part-time	Normally scheduled fewer than 30 hours per week.
Temporary/Substitute	Hired for a limited assignment or on an as-needed basis; status does not change without written notice.

3.2 Work Authorization and New-Hire Documents

Employees must timely complete Form I-9 and other lawful payroll, tax, identity, benefit, background-check, and licensing documents. Schola will not discriminate based on citizenship or national origin and will not request different or additional I-9 documents beyond legal requirements. Work authorization information must remain accurate.

3.3 Background Checks and Eligibility

Employment and continued access to children are conditioned on all background checks, fingerprinting, risk evaluations, renewals, and eligibility determinations required by Texas Child Care Regulation and other applicable law. Employees must provide truthful information and immediately report arrests, charges, convictions, registry findings, restrictions, or other events that may affect eligibility. Schola will follow required notice and review processes and will remove or restrict a person from duties when required.

3.4 Minimum Qualifications and Training Records

Employees must satisfy the minimum age, education, experience, orientation, pre-service training, annual training, pediatric first aid/CPR, health, and role-specific qualifications required by current HHSC Minimum Standards and Schola. Employees must attend required training and keep certificates current. Required training time is paid when it constitutes hours worked under applicable law. Falsification or expiration of a required credential may result in removal from childcare duties and corrective action. See Appendix E for Schola's training and certification program and Appendices F–G for required documentation.

3.5 Personnel Information

Employees must promptly update their legal name, address, telephone, emergency contact, tax withholding, work authorization, professional credentials, driving status if driving is required, and other information needed for payroll, benefits, safety, or licensing. Personnel and medical records are maintained and disclosed in accordance with law and operational need.

3.6 Outside Employment and Conflicts

Outside work is permitted if it does not interfere with attendance, performance, confidentiality, safety, licensing eligibility, or Schola's business interests. Employees may not use Schola property, family lists, curriculum, confidential information, work time, or relationships to operate or promote outside work. Potential conflicts, including private babysitting for enrolled families, must be disclosed and approved in writing; any approved private arrangement is separate from Schola and may not imply School sponsorship.

3.7 Employees, Contractors, Vendors, and Volunteers

This handbook applies to Schola employees. A contractor, vendor, consultant, or volunteer is governed by a separate written agreement and applicable licensing rules. No manager may label a worker an independent contractor, pay a worker outside payroll, or issue contractor terms without written approval from the Owner and a classification review. A title, invoice, contract, or Form 1099 does not control classification when the actual relationship is employment.

Persons supplied by another business must complete required screening, orientation, confidentiality, access, insurance, and child-safety steps before work. They may not be counted in ratio, supervise children, access records, sign agreements, make purchases, or represent Schola unless specifically authorized in writing. Employees must send contractor proposals, invoices, scope changes, injuries, disputes, and demands to the Director or Owner and must not promise payment or accept new terms.

4. Preschool Licensing & Child Safety

Licensing controls. Every employee must comply with the current HHSC Minimum Standards for Child-Care Centers, the conditions of Schola's permit, posted emergency plans, and written operational policies. When a School instruction and a licensing rule differ, immediately ask the Director; the stricter lawful safety requirement applies until clarified.

4.1 Active Supervision, Ratios, and Accountability

- Know how many children are assigned to you, their names, ages, needs, and location at all times. Maintain sight and/or sound supervision as required for the activity and age group.
- Maintain required child-to-caregiver ratios and group sizes. Never leave a classroom, playground, restroom transition, vehicle, or activity if departure would place the group out of ratio or without appropriate supervision.
- Use Schola's attendance and name-to-face procedures at arrival, departure, every transition, before and after transportation, and whenever responsibility transfers. Immediately resolve and report any discrepancy.
- Release a child only to an authorized person after following identification and custody instructions. Never discuss custody matters in front of children or other families.
- Sleeping children must be supervised and safe-sleep requirements followed. Infant sleep, if applicable, must comply fully with current HHSC safe-sleep rules and the child's authorized plan.

4.2 Positive Guidance; Prohibited Discipline

Guidance must be individualized, consistent, developmentally appropriate, and aimed at teaching self-control. Use redirection, clear limits, choices, calm problem-solving, positive reinforcement, and logical consequences related to the behavior.

Employees may never use corporal punishment; shake, hit, bite, pinch, pull, push, or otherwise physically punish a child; use harsh, cruel, unusual, humiliating, threatening, frightening, or abusive treatment; yell at, shame, ridicule, or use profane language toward a child; bind or restrict movement as punishment; lock a child in a room or dark area; withhold food, water, sleep, toileting, comfort, or active play as punishment; force or punish eating or toileting; place a child in an unsafe or unsupervised time-out; or ask another child to discipline a child. Physical restraint may be used only when lawful and immediately necessary to prevent imminent harm, using the least restrictive safe response, followed by required reporting and documentation.

4.3 Abuse, Neglect, and Exploitation: Individual Duty to Report

Texas law makes each person responsible for reporting suspected child abuse or neglect. A professional who has cause to believe a child has been or may be abused or neglected must make a report promptly, and no later than the legal deadline; the professional may not delegate the duty to another person. Schola requires an immediate report to the Texas Abuse Hotline and immediate notice to the Director, unless the Director is implicated—in that case notify the Owner/Managing Member and licensing/law enforcement as appropriate. In an emergency, call 911.

Report	Contact
Immediate danger or medical emergency	911
Texas Abuse Hotline (urgent)	1-800-252-5400
Online report (non-urgent only)	txabusehotline.org
Child Care Regulation concerns	Local CCR office / HHSC Child Care Regulation website
Internal notice	Director: info@scholainternational.com - 210-556-4716

Do not investigate, confront the alleged perpetrator, coach the child, delay a report while seeking proof, or promise secrecy. Preserve the child's exact words and document only objective facts. Good-faith reporting and participation are protected; retaliation or interference is prohibited. Failure to report may carry criminal and licensing consequences.

4.4 Injuries, Illness, Medication, and Documentation

- Provide appropriate first aid, obtain emergency help when needed, notify the Director and family as required, and complete accurate incident documentation promptly. Never diagnose or minimize an injury.
- Follow exclusion and return-to-care criteria for illness. Use standard precautions, hand hygiene, gloves, sanitation, and safe diapering/toileting procedures. Report communicable-disease concerns immediately.
- Administer medication only when authorized, trained, and permitted by School policy and licensing rules. Verify the child, medication, dose, time, route, authorization, storage, and documentation. Never share or leave medication accessible.
- All records must be complete, timely, objective, and truthful. Never alter, backdate, conceal, or destroy an attendance, medication, injury, behavior, licensing, or training record.

4.5 Transportation, Field Trips, Water, and Outdoor Safety

Field trips are not permitted. Children may not be transported away from the facility for field trips or recreational activities.

Only specifically authorized and qualified employees may drive or supervise transportation when transportation is necessary and approved. Required child restraints, vehicle inspections, attendance checks, name-to-face counts, communication procedures, and final physical vehicle sweeps are mandatory. A child must never be left alone in a vehicle.

Swimming and other water activities, playground use, heat precautions, sunscreen and insect-repellent application, and outdoor transitions must comply with written parental authorization, applicable licensing requirements, staff-to-child ratios, active-supervision procedures, and emergency-safety requirements.

4.6 Boundaries and One-on-One Contact

Use only appropriate, observable, and child-centered physical contact. Do not seek secrecy, show favoritism, exchange personal gifts without approval, communicate privately with children, connect through personal social media, transport a child privately, photograph a child on a personal device, or meet a child outside School activities. Personal care must protect dignity and remain observable to the extent practical while preserving privacy. Report boundary concerns immediately.

5. Professional Teaching Standards

5.1 Core Expectations

- Arrive prepared; maintain an orderly, welcoming classroom; implement the assigned curriculum and daily schedule; and adapt activities to children's development, culture, language, abilities, and documented needs.
- Interact warmly and respectfully. Get to the child's level, listen, model emotional regulation, encourage independence, and use accurate, inclusive language.
- Prepare lesson plans, observations, portfolios, family communications, assessments, and classroom records when assigned. Documentation must be professional and factual.
- Follow allergy, food-safety, sanitation, nap, toileting, playground, transition, arrival, and dismissal procedures. Keep choking hazards, chemicals, tools, and personal belongings inaccessible.
- Cooperate with colleagues and maintain coverage. Never abandon a classroom or refuse a lawful safety direction. Raise curriculum or staffing concerns away from children and families.

5.2 Family Communication

Communicate with families respectfully, accurately, and through approved channels. Share routine information within your role; refer complaints, injuries, developmental concerns, tuition, custody disputes, media requests, licensing questions, and sensitive matters to the Director. Do not diagnose a child, promise placement or services, criticize another child or employee, or disclose confidential information.

5.3 Inclusion and Individual Needs

Schola supports inclusion and will consider reasonable modifications required by law. Follow documented allergy, health, behavior, accommodation, and emergency plans. Employees may not independently change a plan, exclude a child, or promise an accommodation. Immediately report concerns about safe implementation to the Director.

5.4 Dress, Hygiene, and Personal Devices

Employees must wear clean, practical, professional clothing suitable for active child care, including safe closed-toe footwear when required. Blue or black pants and the assigned Schola shirt/vest may be required. Clothing and grooming must not create a sanitation, supervision, or safety risk. Reasonable accommodation will be considered. Personal phone and wearable-device use is prohibited while supervising children except for an emergency or authorized School purpose; devices must not distract from active supervision.

5.5 Classroom Reset, Cleaning, and Sanitation Duties

Cleaning and sanitation are part of assigned preschool work—not volunteer or off-the-clock tasks. Employees must complete the opening, continuous, transition, food-service, toileting, nap, playground, and closing tasks assigned to their role and checklist. Required cleaning time, including work before opening or after closing, must be recorded and will be paid as time worked.

Use only approved products, dilution, labels, personal protective equipment, ventilation, storage, contact times, and safety-data instructions. Never mix chemicals or leave chemicals, cleaning tools, plastic bags, or contaminated materials accessible to children.

Clean and sanitize classroom surfaces, toys, food areas, rest equipment, diapering/toileting areas, sinks, high-touch points, and shared materials at the required frequency and whenever contaminated. Remove broken, unsafe, or recalled items from use and report them.

Cleaning never replaces active supervision. Maintain ratios and sight-and-sound supervision, obtain coverage before leaving children, use required gloves and handwashing, and secure bodily-fluid waste and soiled items according to procedure.

Complete cleaning logs and report supply shortages, pests, water damage, bodily-fluid exposure, communicable-disease concerns, or a task that cannot be completed safely. Never falsify a checklist or clock out before required work is finished; instead, notify the supervisor and accurately record the time.

6. Hours, Attendance & Timekeeping

6.1 Workweek, Schedules, and Attendance

The payroll workweek is the fixed seven-day period designated in the payroll system. School operating hours and individual schedules may change based on enrollment, ratios, staffing, weather, and business needs. Employees must be at their assigned area, ready to work at the scheduled start time and remain until properly relieved.

For an unexpected absence or delay, personally contact the Director or designated supervisor as early as possible and before the shift unless an emergency prevents it. Follow the current call-in method. A message to a coworker is not notice. Protected absences will be handled under applicable law; attendance rules will not be applied in a retaliatory or discriminatory manner.

6.2 All Time Worked Must Be Recorded

Nonexempt employees must accurately record the time work begins and ends, meal periods when fully relieved, required meetings and training, work performed before opening or after closing, and work messages or documentation completed away from School. Working “off the clock” is prohibited. Employees must report unrecorded time or errors immediately. Schola will pay for all hours it knows or has reason to know were worked, even if the work was not authorized; unauthorized work may still result in corrective action.

6.3 Overtime

Nonexempt employees receive overtime at one and one-half times the regular rate for hours over 40 in a workweek, unless another legal rule applies. Paid leave and other non-work hours do not count as hours worked unless Schola’s written pay policy says otherwise. Obtain advance approval before overtime, but record and report all overtime actually worked. Hours may not be averaged across workweeks.

6.4 Meal and Rest Periods

Texas law generally does not require meal or rest periods for adult employees. However, Schola provides employees scheduled to work more than seven hours in one day with one paid 30-minute meal and rest period.

Employees scheduled to work seven hours or fewer are not normally eligible for a separate paid meal or rest period, except when required by law, approved by management, or reasonably necessary for health, restroom use, nursing, disability accommodation, or other protected needs.

Breaks are scheduled by management according to staffing, classroom ratios, supervision requirements, and operational needs. Employees must receive approval before beginning a break and may never leave children unattended or cause the school to fall below required ratios.

The paid 30-minute period remains work time. Employees may be required to remain on the premises and available for reasonable work-related needs. All break time must be recorded accurately. Employees may not skip a break to leave early, extend a break without authorization, or clock out while continuing to work.

6.5 Emergency Closings

Schola will communicate delays or closures. Nonexempt employees are paid for hours actually worked and any paid leave applied under written policy; reporting or waiting time is paid when legally compensable. Exempt employees will be paid consistent with salary-basis rules. Employees should not travel when prohibited by public authorities and must promptly communicate safety concerns.

7. Pay, Payroll & Benefits

7.1 Paydays and Wage Statements

Employees are paid biweekly on the payday communicated in the wage agreement or payroll notice. If a payday falls on a school holiday or bank closure, Schola will communicate the payment date consistent with Texas law. Employees receive an itemized wage statement and should report suspected errors promptly. Schola prohibits retaliation for a good-faith wage complaint.

7.2 Deductions and Reimbursements

Schola makes deductions required by law and other deductions authorized in writing for a lawful purpose. A deduction will not reduce pay below legal minimums when prohibited. Employees should review each wage statement and immediately report questions. Necessary and approved business expenses are reimbursed under the current expense procedure; obtain advance approval and submit timely, itemized receipts. Expenses will not be handled in a way that unlawfully reduces minimum wage or overtime.

7.3 Employee Family Tuition Discount

An eligible employee may request a 75% discount on tuition for the employee's child who is accepted and enrolled in an eligible Schola program. For this policy, "child" includes the employee's biological child, adopted child, stepchild, foster child, legal ward, or another child who qualifies as the employee's dependent.

The child must meet the same age, admission, health, conduct, attendance, scheduling, and program requirements applicable to other enrolled children.

The discount applies to tuition only unless a separate written agreement expressly provides otherwise. Registration, supplies, meals, camps, transportation, late-pickup charges, deposits, and other fees are not included.

Approval is subject to:

- Available enrollment space and classroom placement

- Adequate staffing and required child-to-caregiver ratios

- The employee's satisfactory employment and account status

- A signed enrollment and employee tuition-discount agreement

The discount may not be combined with another discount unless Schola approves it in writing. It may be suspended during an unpaid leave of absence and ordinarily ends on the employee's final day of employment.

Schola may revise or discontinue this benefit prospectively, subject to applicable law and any signed enrollment agreement. The discount may constitute taxable wages unless Schola's tax adviser determines that an exclusion applies. Schola will report and withhold applicable taxes as required.

7.4 Employee-Requested Health Insurance Subsidy

Schola may subsidize part of the cost of qualifying health coverage requested by an eligible employee, but only through a separate written plan or reimbursement arrangement adopted and administered in compliance with applicable tax and employee-benefit law. The separate plan will state the eligible employee classes, waiting period, permitted coverage, proof-of-coverage requirements, employer contribution or reimbursement limit, employee responsibility, enrollment procedure, substantiation rules, tax treatment, continuation rights, and events that end eligibility.

An employee must not assume that Schola will reimburse an insurance premium merely because the employee purchased a policy or submitted a receipt. No supervisor may promise a contribution outside the governing written plan. The employee is responsible for any premium or expense exceeding the approved subsidy and for maintaining required coverage. Schola may amend or end an optional subsidy prospectively, subject to the written plan and applicable law. Participation may affect eligibility for or the amount of a federal premium tax credit; employees should obtain advice from a qualified tax or benefits professional. This handbook does not itself establish or guarantee health coverage, a reimbursement amount, or any other optional benefit.

7.5 Other Optional Benefits

Schola may offer other optional benefits under separate written plans or policies. W-2 status, full-time or part-time classification, a schedule, or past practice does not independently create eligibility. Governing plan documents control.

7.6 Holidays and Unpaid Personal Time

School closure days and recognized holidays are published in Schola's annual calendar. Employees do not become eligible for paid holidays until they have successfully completed their first three months of continuous employment (the introductory period). Completion of the introductory period does not guarantee continued employment.

After completing the introductory period, an employee's paid-holiday benefit is prorated according to the employee's eligible service during the calendar year, measured from January 1 through December 31. The amount paid is also based on the employee's regular work schedule and regular rate of pay. Overtime, bonuses, premiums, and additional hours are not included unless required by law.

To receive holiday pay, an employee must generally:

- Be actively employed and eligible on the holiday.
- Be scheduled to work on the day the holiday is observed, unless Schola approves otherwise.
- Work the employee's complete scheduled shift immediately before and after the holiday, unless the absence is approved or legally protected; and
- Comply with attendance, timekeeping, and leave-request procedures.

Employees within their first three months of employment, employees on unpaid leave, and employees who do not satisfy these requirements ordinarily will not receive holiday pay. A closure or holiday not specifically designated as paid in the annual calendar or another written policy is unpaid unless applicable law requires payment.

Schola does not promise paid vacation, general paid sick leave, or general PTO through this handbook. Employees may request unpaid personal leave in advance. Approval is discretionary and depends on staffing, required child-to-caregiver ratios, business needs, prior requests, the employee's attendance record, and applicable protected-leave or accommodation laws. Calling unpaid leave "PTO" does not make the leave paid, and employees should refer to it as "unpaid personal leave."

Schola may interpret, revise, or discontinue this discretionary holiday benefit prospectively, subject to applicable law. Holiday pay is not considered hours worked when calculating overtime unless the employee actually works those hours, or the law requires otherwise.

8. Leave & Protected Time Away

8.1 General Rule and Coordination

Schola provides leave, time off, reinstatement, benefit continuation, and accommodation when required by applicable federal, Texas, or local law. Some laws depend on employer size, employee service, hours worked, worksite headcount, or the reason for leave. Employees should notify the Director as soon as practical and provide lawful documentation when requested. Schola may designate qualifying leave and run leaves concurrently when permitted.

8.2 Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) applies only when Schola and the employee meet all coverage and eligibility rules, including applicable employer-size and worksite requirements. If applicable, eligible employees may receive unpaid, job-protected leave for qualifying family, medical, military-caregiver, or military-exigency reasons. Schola will provide required eligibility and rights notices. No statement in this handbook independently expands FMLA coverage.

8.3 Military Service

Schola provides military leave, reemployment, seniority, benefit, and anti-discrimination rights required by USERRA and Texas law. Give advance notice when possible; notice is excused when military necessity or circumstances make it impossible or unreasonable.

8.4 Jury Service, Court Attendance, and Voting

Employees must promptly provide a jury summons. Schola will not discharge, threaten, intimidate, or penalize an employee for qualifying jury service. Nonexempt jury-duty time is unpaid unless a written policy or law requires pay; exempt salary will be handled under federal salary-basis rules. Employees should report to work when released if reasonably scheduled.

Texas employees who do not have at least two consecutive hours to vote outside scheduled working hours while polls are open may take paid time necessary to vote, arranged with the Director. Schola will not penalize lawful voting. Employees should provide advance notice when practical. Schola will also provide other election-related leave required by law.

8.5 Other Legally Protected Absences

Schola will comply with applicable requirements involving pregnancy and disability accommodation; lactation; occupational injury; genetic information; subpoena or witness service; emergency evacuation; military family rights; and other protected civic, medical, safety, or crime-victim obligations. Employees should contact the Director without disclosing unnecessary sensitive details to a supervisor or coworker.

9. Safety, Health & Emergencies

9.1 Safety Responsibility and Injury Reporting

Employees must follow OSHA requirements, licensing standards, emergency plans, safety data sheets, infection-control practices, and Schola procedures. Immediately report hazards, near misses, exposures, threats, and every work-related injury or illness, however minor. Obtain emergency care first when needed. No employee will be retaliated against for a good-faith safety report or lawful workers' compensation activity.

9.2 Workers' Compensation Status

Texas private employers may subscribe to workers' compensation insurance or operate as nonsubscribers. Schola will provide each employee the legally required notice of its current coverage or noncoverage. That separate notice—not this handbook—controls Schola's status. Employees must follow the posted injury-reporting and claim instructions. The prior handbook's unconditional promise of workers' compensation coverage is replaced by this policy.

9.3 Emergency Preparedness

- Know your assigned duties for evacuation, shelter-in-place, severe weather, lockdown, fire, medical emergency, missing child, utility failure, and reunification.
- Carry or have immediate access to attendance information and emergency contacts as assigned. Conduct name-to-face counts before moving, during movement, and after reaching the safe location.
- Never post emergency details or child information online. Direct media and public inquiries to the Director.
- Report missing children, unauthorized access, weapons, threats, or suspicious behavior immediately; call 911 when there is imminent danger.

9.4 Drug-, Alcohol-, Tobacco-, and Weapon-Free Workplace

Employees may not work while impaired; possess, use, sell, transfer, or distribute illegal drugs on School property or during work; misuse medication; consume alcohol during work or before work when impairment could remain; or possess a prohibited weapon except as protected by applicable law. Smoking, vaping, and tobacco use are prohibited in the center, vehicles, playground, and other prohibited areas. Lawful prescribed medication must not impair safe performance; contact the Director if a restriction or accommodation may be needed. Testing or searches will occur only under a lawful, consistently administered written procedure.

9.5 Workplace Violence and Threats

Threats, intimidation, stalking, fighting, deliberate property damage, and violent conduct are prohibited. Report concerning behavior promptly. In immediate danger, move to safety and call 911. Schola may take interim safety measures and will not retaliate for a good-faith report.

10. Technology, Confidentiality & School Property

10.1 Child, Family, and Employee Confidentiality

Protect nonpublic information about children, families, employees, business operations, enrollment, health, disability, custody, behavior, finances, passwords, and security. Access and share information only for an authorized work purpose. Use approved systems and recipients; verify before sending. Confidentiality continues after employment. Nothing in this policy prohibits employees from discussing their own wages, hours, or working conditions, engaging in protected concerted activity, reporting suspected legal violations, cooperating with government agencies, or making other disclosures protected by law.

10.2 Photos, Video, Social Media, and Public Statements

Employees may photograph or record children only on approved School equipment or systems, for an authorized purpose, and consistent with family permissions. Never store child images on a personal device or cloud account. Do not post children, families, coworkers, confidential information, classroom incidents, or internal disputes on personal social media. Only authorized representatives may speak for Schola. Personal lawful activity and protected workplace discussions are not restricted, but employees must not imply School endorsement or violate confidentiality, anti-harassment, intellectual-property, or child-safety rules.

10.3 Cameras and Monitoring

Schola uses visible security cameras and may monitor Company systems, equipment, network activity, access controls, and business communications for child and employee safety, licensing, training, quality review, incident investigation, security, and other lawful business purposes. Camera placement may include classrooms, entrances, exits, hallways, playgrounds, and other common work areas. Cameras will not be placed in restrooms, the designated lactation space, or another location where a person has a legal expectation of privacy. Unless Schola separately approves and provides any legally required notice, the camera system will not intentionally record audio.

Recordings and monitoring data are Schola records. Access is limited to authorized personnel and may be provided to licensing, law enforcement, insurers, counsel, families, or others when authorized or required by law. Employees may not access, copy, download, photograph, alter, delete, share, or use recordings except for an assigned business purpose. Cameras supplement—but never replace—active supervision, required ratios, name-to-face accountability, or direct reporting.

Recordings may be overwritten under the School's retention schedule unless preserved for an incident, complaint, investigation, insurance matter, litigation hold, or legal requirement. An employee who knows of a relevant recording must notify management immediately and must not attempt to review or preserve it through an unauthorized method. Monitoring will not be used to interfere with legally protected reports, accommodations, wage discussions, or protected concerted activity.

10.4 Company Property, Systems, and Authority

School keys, access codes, records, curriculum, devices, uniforms, cards, tools, supplies, and accounts remain Schola property. Use them carefully and only for authorized purposes. Do not share passwords, bypass security, install unauthorized software, copy records, or remove property without approval. Report loss, damage, or suspected compromise immediately. Return all property at separation. Schola will not withhold final wages beyond Texas deadlines because property is missing; any deduction must be lawful and authorized.

Only an owner or a person with express written authority may sign contracts, change tuition, waive charges, offer refunds or credits, make admissions commitments, purchase goods or services, engage vendors, speak for Schola publicly, or otherwise bind the business. Employees must promptly send legal demands, subpoenas, licensing contacts, insurance claims, media requests, suspected data incidents, and threats of litigation to the Director or Owner without admitting liability or promising an outcome.

An employee who receives or learns of a demand letter, attorney contact, subpoena, summons, charge, agency inquiry, records request, preservation notice, insurance claim, threatened lawsuit, data incident, or serious complaint must preserve it and deliver it promptly to the Director or Owner. Do not respond for Schola, sign or accept terms, admit fault, promise payment, contact represented persons, conceal facts, or destroy, edit, backdate, forward to a personal account, or delete potentially relevant paper, messages, video, photographs, time records, or other data.

Only an authorized owner, insurer-appointed representative, or attorney may direct Schola's legal response or settlement. Nothing in this procedure prevents an employee from obtaining personal legal advice, filing a charge or claim, communicating with a government agency, making a protected report, or participating in protected concerted activity. Employees must be truthful and must not retaliate against or pressure any witness or reporter.

10.5 Confidential Business Information and Records

Nonpublic business information—including child and family data, personnel information, access credentials, security procedures, pricing strategy, vendor terms, financial information, original curriculum, internal forms, enrollment leads, and operational methods—may be used only for authorized School work and protected from unauthorized access or disclosure. School records created or maintained for work must remain in approved systems and may not be redirected to personal accounts or retained after separation.

This policy does not prohibit employees from reporting possible legal violations, communicating with government agencies, discussing their own wages, hours, or working conditions, engaging in protected concerted activity, or exercising another right protected by law. Employees do not need Schola's permission to make a legally protected report.

11. Conduct, Corrective Action & Separation

11.1 Standards of Conduct

Employees are expected to act honestly, safely, respectfully, and professionally. The following examples may result in corrective action, up to and including immediate termination, depending on the circumstances:

- Child abuse, neglect, exploitation, inappropriate discipline, boundary violation, loss of supervision, ratio violation, unsafe sleep, unauthorized release, or failure to make a required report.
- Dishonesty; falsification; theft; fraud; misuse of funds; altered time, attendance, medication, incident, training, or licensing records.
- Harassment, discrimination, retaliation, violence, threats, insubordination, serious disrespect, or disruption of operations.
- Working while impaired; prohibited drugs, alcohol, tobacco, vaping, or weapons; serious safety or sanitation violations.
- Breach of confidentiality; unauthorized photos or recordings; misuse of technology; sharing passwords; or unauthorized public statements.
- Excessive or unprotected absence or tardiness; leaving without relief; sleeping while responsible for children; personal-device distraction; or failure to perform assigned duties.

This list is illustrative, not exhaustive. Nothing requires Schola to use progressive discipline or to impose the same response in every case. Schola considers safety, licensing duties, severity, history, consistency, and surrounding circumstances. Employment remains at will.

11.2 Investigations and Cooperation

Employees must cooperate honestly in lawful internal, licensing, safety, payroll, and child-protection investigations; preserve relevant information; and maintain appropriate confidentiality. Schola may place an employee on leave, change duties, restrict access, or take other interim steps while reviewing a matter. Employees must not retaliate, interfere, coordinate false accounts, destroy evidence, or conduct an unauthorized investigation.

11.3 Separation and Final Pay

Employees are requested to give at least two weeks' written notice when resigning. Schola may accept a resignation immediately. On separation, employees must return property, protect confidential information, provide access to Company records, and confirm a current mailing address. Under Texas law, final regular wages are generally due within six calendar days after an involuntary discharge and on the next regular payday after a voluntary resignation. Final pay will not be delayed because property is missing. Any payout of leave or other benefits occurs only if required by a written policy or plan in effect at separation.

12. Reporting Concerns & No Retaliation

12.1 Speak Up

Employees should promptly report suspected child-safety, licensing, wage, discrimination, harassment, retaliation, privacy, fraud, safety, or other legal or policy violations. Reports may be oral or written and may be made to the supervisor, Director, Owner/Managing Member, or appropriate government agency. When a supervisor or Director is involved, bypass that person. Child abuse or neglect must be reported externally as stated in Section 4.3; an internal report alone is not enough.

12.2 No Retaliation

Schola prohibits retaliation against anyone who, in good faith, reports a concern, requests an accommodation or protected leave, discusses protected working conditions, participates in an investigation, makes a wage or safety complaint, reports an occupational injury, or exercises another legal right. Retaliation includes adverse scheduling, threats, intimidation, exclusion, discipline, or other material harm because of protected activity. Report suspected retaliation immediately.

12.3 Honest Reports

A report need not be proven correct to be protected when made in good faith. Knowingly false statements, fabricated evidence, or malicious misuse of a reporting process may result in corrective action, but an unsubstantiated good-faith report will not.

Appendix A — Key Contacts

Purpose	Contact
Internal workplace or policy questions	Director - info@scholainternational.com - 210-556-4716
Emergency	911
Texas Abuse Hotline	1-800-252-5400 - txabusehotline.org for non-urgent reports
Texas Child Care Regulation	hhs.texas.gov/providers/child-care-regulation
Texas Workforce Commission	twc.texas.gov
U.S. Department of Labor, Wage and Hour Division	dol.gov/agencies/whd - 1-866-487-9243
Equal Employment Opportunity Commission	eeoc.gov - 1-800-669-4000
Occupational Safety and Health Administration	osha.gov - 1-800-321-6742

Government contact information may change. Employees may contact an agency directly and do not need Schola's permission to exercise a legal right.

Appendix B — Legal and Regulatory Reference Guide

Management review note: The health-insurance subsidy and family tuition discount require separate written documents before implementation. An informal premium reimbursement or an overbroad tax-free tuition promise may create tax and benefit-plan exposure. Obtain Texas employment/benefits counsel and tax advice before rollout.

This handbook was revised for the preschool operations using the authorities below, current as reviewed for the August 3, 2026 edition. The list is a compliance reference, not an exhaustive statement of every law and not legal advice. Laws change and coverage often depends on employer size and facts.

Texas child-care licensing: Texas HHSC, Minimum Standards for Child-Care Centers, 26 Tex. Admin. Code Chapter 746; HHSC Background Check Rules, Chapter 745, Subchapter F. hhs.texas.gov/providers/child-care-regulation/minimum-standards

Child abuse reporting: Texas Family Code §261.101 and related provisions; Texas Abuse Hotline guidance. statutes.capitol.texas.gov and txabusehotline.org

Wages and final pay: Fair Labor Standards Act; U.S. DOL Fact Sheet #46 (Daycare Centers and Preschools); Texas Payday Law, Texas Labor Code Chapter 61; TWC payday guidance. dol.gov/agencies/whd and twc.texas.gov

Equal opportunity and harassment: Title VII, ADA, ADEA, GINA, USERRA, Pregnant Workers Fairness Act; Texas Labor Code Chapter 21, including Texas sexual-harassment provisions. eeoc.gov and statutes.capitol.texas.gov

Pregnancy and lactation: Pregnant Workers Fairness Act; FLSA PUMP Act protections; EEOC and U.S. DOL guidance. eeoc.gov and dol.gov/agencies/whd/pump-at-work

Leave and civic rights: Family and Medical Leave Act when coverage and eligibility requirements are met; USERRA; Texas Election Code §276.004; Texas Civil Practice & Remedies Code §122.001. dol.gov, dol.gov/agencies/vets, and statutes.capitol.texas.gov

Safety and occupational injury: Occupational Safety and Health Act; Texas workers' compensation notice and retaliation rules. osha.gov, tdi.texas.gov, and twc.texas.gov

Employment eligibility and records: Immigration Reform and Control Act/Form I-9; Fair Credit Reporting Act if a third-party consumer report is used; Texas new-hire reporting requirements. uscis.gov, ftc.gov, and employer.oag.texas.gov

Protected concerted activity: National Labor Relations Act and NLRB guidance concerning employees' rights to discuss wages, hours, and working conditions. nlrb.gov

Appendix C — Management Implementation Checklist

Not a promise of employee benefits. This checklist identifies company decisions and separate documents that management must confirm before distribution. It does not change the employee policies above.

- Confirm the exact employing legal entity, each covered worksite, Director/alternate complaint contact, telephone number, and business email.
- Issue each employee a signed wage notice stating pay rate, payday, payroll workweek, classification, expected schedule, meal arrangement, and authorized deductions.
- Confirm current workers' compensation subscriber or nonsubscriber status; give and post the correct Texas Notice 5 or Notice 6. Do not distribute the old unconditional coverage promise.
- Confirm whether any holidays, closures, vacation, sick time, or other leave are paid. If paid leave is offered, adopt a separate written accrual, use, carryover, and separation-payout policy.
- Confirm and adopt the employee-requested health insurance subsidy through a compliant separate written arrangement (for example, an ICHRA, QSEHRA if eligible, or group-plan contribution structure) before promising or paying any individual premium. Have a benefits professional set employee classes, allowance, substantiation, notices, tax treatment, premium-tax-credit coordination, and continuation rules.
- Create a separate written 75% family tuition-discount agreement covering the immediate-family definition, eligible programs, tuition base, excluded fees, space, tax treatment, leave status, separation, enrollment terms, and any lawful payroll authorization.
- Maintain the current HHSC Minimum Standards, operational policies, permit conditions, background-check records, orientation acknowledgments, training files, CPR/first-aid records, emergency plans, safe-sleep materials if applicable, and required postings.
- Train supervisors on timekeeping, off-the-clock work, lactation, pregnancy/disability/religious accommodations, reporting channels, harassment, retaliation, and protected leave escalation.
- Have Texas employment counsel and the School's licensing consultant review the final business-specific choices before rollout, especially employer headcount, benefits, drug testing, surveillance, and any arbitration/confidentiality agreements.

Appendix D — Educator Role Description

Position title: Educator (possible assignment: Lead Educator or Support Educator)

Reports to: Director or designated administrator

Role status: A person counted in the child-to-caregiver ratio and responsible for children's supervision, guidance, and protection is a caregiver under Texas Minimum Standards. Schola job titles do not replace that regulatory definition.

D.1 Role Purpose

The Educator provides safe, attentive, respectful, inclusive, and developmentally appropriate care and education. The Educator supports Schola's play-based approach informed by Montessori, Reggio Emilia, Waldorf education, Spanish immersion, nature, creativity, and discovery.

D.2 Essential Responsibilities

- Maintain active supervision, required ratios and group sizes, and accurate name-to-face accountability during every transition and transfer of responsibility.
- Plan and implement developmentally appropriate experiences that balance active and quiet play, indoor and outdoor learning, individual and group work, and child-initiated and educator-guided activity.
- Prepare a safe, orderly, welcoming learning environment and inspect materials for sanitation, damage, choking hazards, sharp edges, toxicity, and accessibility concerns.
- Use positive guidance that teaches self-control, protects dignity, and complies with the prohibited-discipline rules in this handbook and current Minimum Standards.
- Follow allergy, medication, illness, sanitation, diapering, toileting, food-safety, safe-sleep, playground, transportation, emergency, and child-release procedures applicable to the assignment.
- Observe children objectively; complete attendance, incident, health, classroom, developmental, and family-communication records accurately and promptly.
- Communicate professionally with families through approved channels and refer medical, developmental, behavioral, financial, legal, custody, licensing, or administrative concerns to the Director.
- Protect confidential information and use only authorized devices, systems, photographs, videos, and records.
- Participate in meetings, drills, coaching, classroom planning, Texas Rising Star quality improvement, and all required professional development.
- Immediately report hazards, injuries, illness, missing-child concerns, supervision or ratio concerns, suspected abuse or neglect, licensing concerns, and other serious incidents.

D.3 Assignment-Specific Expectations

Area	Lead Educator	Support Educator
Planning	Prepare or coordinate lesson plans, environment, observations, and required classroom records.	Review and implement the approved plan; prepare assigned activities and materials.
Team leadership	Coordinate classroom coverage and guide support staff, substitutes, and volunteers respectfully.	Follow the Lead Educator/Director's directions and communicate concerns promptly.
Family communication	Share authorized educational updates and coordinate sensitive follow-up with the Director.	Share routine daily information only; refer sensitive matters to the Lead Educator or Director.
Accountability	Verify that classroom practices, ratios, documentation, and transitions remain compliant.	Remain actively engaged and never assume independent responsibility until fully qualified and authorized.

D.4 Qualifications and Essential Capabilities

- Meet all current Texas caregiver age, education, experience, background-check, affidavit, orientation, pre-service, annual-training, and certification requirements before performing duties that require them.
- Lead Educator: early-childhood degree, CDA, recognized Montessori credential, or comparable qualification is preferred; two years of successful early-childhood experience and leadership experience are preferred.
- Support Educator: high school diploma or equivalent is required by Schola unless management approves a lawful alternative; prior preschool experience is preferred.
- Communicate effectively with children, families, coworkers, and administrators and complete professional written documentation.
- With or without reasonable accommodation, perform the essential duties of the assignment, which may include standing, walking, bending, kneeling, moving quickly in an emergency, assisting children, lifting or moving children/materials when necessary and safe, supervising indoors and outdoors, hearing alarms and children, and observing hazards.

Appendix E — Training and Certification Program

Compliance rule. Training hours, deadlines, exemptions, instructor qualifications, and approved delivery methods must follow the current version of 26 Texas Administrative Code Chapter 746 and current HHSC guidance. The Director will verify the applicable rule before assigning an employee to duties. Required training is work time and must be recorded and paid when required by wage-and-hour law.

E.1 Training Sequence

Phase	When	Minimum Schola expectation	Evidence
Pre-employment clearance	Before direct access or as required by HHSC	Eligibility determination, required background checks/fingerprints, current pre-employment affidavit, qualifications and identity/education records.	Eligibility/affidavit/credential records
Orientation	Before assignment to unsupervised duties or being counted independently, as applicable	Center policies, job duties, supervision, ratios, child release, positive guidance, abuse reporting, health, safety, emergencies, confidentiality, timekeeping, and site tour.	Signed orientation checklist
Pre-service training	Within the timeframe and before independent responsibility when required	All Chapter 746 topics and hours applicable to the employee, age group, experience, and assignment.	Certificates and training log
First Aid/CPR	Before performing duties when required; renew before expiration	Current pediatric first aid and pediatric CPR from an accepted source; maintain required certified coverage whenever children are in care.	Current certification card/certificate
Annual training	Each training year within the required measurement period	Caregivers: at least 24 clock hours; directors: at least 30 clock hours, unless a current rule or documented exception changes the requirement. Complete all required topic areas.	Individual annual plan, certificates, log
Assignment-specific	Before the activity and whenever procedures change	Infant safe sleep, medication, food service, transportation, water activities, special health plans, emergency roles, or other specialized duty training.	Authorization and competency check

E.2 Required Training Curriculum

Training domain	Required content
Child development and learning	Growth and development; age-appropriate activities; brain development; inclusion; responsive interactions; curriculum implementation.
Supervision and protection	Active supervision; ratios/group size; name-to-face accountability; release procedures; playground, water, transportation, and transition safety.
Positive guidance	Developmentally appropriate discipline; prevention and de-escalation; prohibited practices; behavior documentation and referral.
Abuse and neglect	Prevention, recognition, response, the employee's individual Texas reporting duty, hotline/911 procedures, objective documentation, and non-retaliation.
Health and infection control	Handwashing; diapering/toileting; sanitation; bloodborne/standard precautions; communicable disease prevention; immunization awareness; illness exclusion.
Medication and allergies	Medication administration when applicable; food-allergy prevention; emergency response; care plans; storage; documentation.
Emergency preparedness	Fire, severe weather, evacuation, shelter-in-place, lockdown, missing child, medical emergency, utility failure, relocation, reunification, and drills.
Premises and hazardous materials	Building/premises safety; electrical, water, traffic, choking, playground, heat and environmental hazards; handling, storage, and disposal of hazardous materials.
Infant care, if applicable	Safe sleep; SIDS risk reduction; shaken baby syndrome/abusive head trauma; early brain development; feeding and responsive care.
Professional practice	Family communication; confidentiality; cameras/social media; ethics and boundaries; documentation; timekeeping; harassment and retaliation; Texas Rising Star quality practices.

E.3 Delivery, Documentation, and Competency Rules

- The Director approves training sources and verifies that content, trainer qualifications, dates, clock hours, and delivery methods satisfy current rules.
- No more than the percentage of annual hours permitted by current HHSC rules may be self-instructional. Under current published guidance, no more than 80% may be self-instructional and no more than three hours may come from nonstandard self-study such as independently reading materials or watching videos.
- A certificate alone does not establish competency. Schola may require demonstration, observation, quiz, drill participation, coaching, or retraining before authorizing a duty.
- Employees must submit certificates promptly and review their training status with the Director. Employees may not alter, duplicate inaccurately, or claim credit for training not personally completed.

- The Director maintains an individual compliance file and monitors expirations. An employee with missing, expired, or unverifiable requirements may be removed from ratio, reassigned, or placed off work until compliant.
- Training on changed policies, cited deficiencies, incidents, performance concerns, new equipment, or new assignments is mandatory and does not necessarily replace required annual topic hours.

E.4 Recommended Annual Training Calendar

Period	Priority topics	Practice/verification	Director record
First 30 days	Orientation, supervision, ratios, guidance, abuse reporting, health/sanitation, emergencies	Classroom observation and name-to-face drill	Checklist + coaching note
Quarter 1	Child development, curriculum, inclusion, responsive interactions	Lesson-plan/interaction review	Certificates observation +
Quarter 2	Communicable disease, allergies, medication, premises and hazardous materials	Scenario or competency check	Certificates competency +
Quarter 3	Emergency preparedness, outdoor/heat/water/transportation safety as applicable	Drill and role review	Drill/role record
Quarter 4	Positive guidance, abuse prevention/reporting refresher, confidentiality, professional practice	Annual evaluation and next-year plan	Completed log + plan

Appendix F — New Employee Orientation Checklist

Employee: _____

Position / classroom: _____

Hire date: _____

Orientation trainer: _____

Instructions: The trainer and employee initial each completed item. “N/A” requires the Director’s approval. Completion of this form does not replace certificates or other records required by HHSC.

Topic	Content reviewed / demonstrated	Employee initials	Trainer/date
Employment basics	Job description; at-will status; schedule/call-in; timekeeping; overtime; breaks; pay; dress; personal devices; conduct; reporting channels; no retaliation		
Licensing qualifications and	Minimum Standards access; permit/operational policies; background eligibility; affidavits; personnel records; training plan; certificate deadlines		
Active supervision	Ratios/group size; classroom zones; name-to-face counts; transitions; restroom/nap/playground supervision; transfer of responsibility; missing-child response		
Arrival and release	Attendance; authorized pickup; identification; custody alerts; late pickup; visitor access		
Positive guidance	Approved techniques; prohibited discipline; restraint only for immediate safety when lawful; escalation and documentation		
Mandatory reporting	Recognition; individual report duty; 911; Texas Abuse Hotline; no investigation/delegation/delay; Director notification; objective notes		
Health and hygiene	Handwashing; gloves/standard precautions; diapering/toileting; sanitation; illness exclusion; communicable disease; injury response		

Topic	Content reviewed / demonstrated	Employee initials	Trainer/date
Medication and allergies	Care plans; emergency medication; authorization; storage; six rights/checks; documentation; food-allergy prevention		
Emergency preparedness	Fire; evacuation; severe weather; shelter; lockdown; medical emergency; missing child; relocation; reunification; attendance/emergency supplies		
Site safety tour	Exits; extinguishers; alarms; first aid; emergency medications; shutoffs; safe areas; postings; playground; chemical storage; designated lactation area		
Confidentiality and technology	Child/family records; approved communication; photos/video; cameras; passwords; social media; personal devices		
Curriculum and families	Daily schedule; lesson planning; observation/documentation; inclusion; family communication; referral to Director; Texas Rising Star practices		

Employee certification: I received the orientation above, had an opportunity to ask questions, and understand that I must stop and ask the Director before performing a duty I am not trained or authorized to perform.

Employee signature / date: _____

Trainer signature / date: _____

Director approval / date: _____

Appendix G — Individual Training Plan and Record

Employee / role: _____

Training year: _____

Required annual hours: _____

CPR expiration: _____

First Aid expiration: _____

Date	Course / topic	Provider trainer	/	Method	Hours	Certificate filed	Director verified

Total verified annual hours: _____

Self-instructional hours / percentage:

Nonstandard self-study hours:

Required-topic gaps or corrective training:

Employee signature / date: _____

Director final verification / date:

Appendix H — 90-Day / Annual Performance Review

Employee / position: _____

Review type and period: _____

Evaluator: _____

Rating scale: 4 = Exceeds expectations; 3 = Meets expectations; 2 = Improvement required; 1 = Unsatisfactory; N/O = Not observed.

Performance area	Rating	Evidence / examples	Required action / target date
Active supervision, ratios, name-to-face accountability, and child release			
Warm, responsive interactions and positive guidance			
Health, hygiene, allergy, medication, sanitation, and safety procedures			
Curriculum preparation, engagement, observation, and documentation			
Family communication, confidentiality, boundaries, and technology use			
Attendance, punctuality, timekeeping, readiness, and reliability			
Teamwork, communication, professionalism, and response to coaching			
Emergency preparedness, mandatory reporting, and licensing compliance			
Training completion, certifications, and professional growth			

Strengths: _____

Priority goals: _____

Training / support plan: _____

Follow-up date: _____

Employee comments:

Employee signature / date: _____

Evaluator signature / date: _____

Signature confirms receipt and discussion, not necessarily agreement with the review.

Appendix I — Corrective Action and Retraining Record

Employee / position: _____

Supervisor / date: _____

Type of action: Coaching / Written warning / Final warning / Safety removal / Other:

Objective description of concern

Policy, standard, or prior instruction involved

Immediate protective action and required improvement

Retraining / coaching assigned:

Completion deadline: _____

Follow-up observation date: _____

Outcome: _____

Employee comments: _____

Employee signature / date: _____

Supervisor signature / date: _____

Employee signature confirms receipt, not necessarily agreement. Corrective action does not alter at-will employment or require progressive discipline.

Appendix J — Emergency Role Review

Employee / assigned classroom: _____

Primary emergency role: _____

Backup role: _____

Scenario	Employee must know / demonstrate	Reviewed or drilled	Trainer/date
Evacuation	Route, alternate route, attendance, children needing assistance, destination, final name-to-face count		
Shelter / severe weather	Safe location, supplies, attendance, communications, accountability		
Lockdown / threat	Secure location, silence/visibility steps, attendance, communication, release authority		
Medical emergency	Call 911, first aid/CPR/AED, emergency medication, supervision of remaining children, family/Director notice		
Missing child	Immediate alert, protect remaining group, search assignments, 911/licensing/family notifications, documentation		
Relocation / reunification	Transportation or walking plan, emergency records, authorized release and family communication		

Employee signature / date: _____

Trainer / Director signature / date: _____

Employee Acknowledgment of Receipt

I acknowledge that I received the Schola International Employee Handbook, effective August 3, 2026. I understand that I am responsible for reading and following the handbook, current Texas Child Care Regulation Minimum Standards, School operational policies, and lawful instructions applicable to my role.

I understand that the handbook is a guide and is not an employment contract or a guarantee of hours, benefits, or continued employment. I understand that employment is at will: either Schola or I may end employment at any time, with or without cause or advance notice, subject to applicable law. Only a written agreement expressly changing at-will status and signed by me and Schola's Owner/President may change that relationship.

I understand that Schola may revise policies subject to law; that written benefit plan documents control benefit eligibility and coverage; and that I should ask the Director if I do not understand a policy.

I understand my individual duty to report suspected child abuse or neglect to the proper authority and that reporting only to Schola does not satisfy that external duty. I understand the child-safety, active-supervision, positive-guidance, cleaning and sanitation, job-duty, confidentiality, timekeeping, camera/monitoring, legal-demand preservation, and no-retaliation policies. I also understand that the 75% employee family tuition discount is an optional benefit subject to Section 7.3 and a separate signed tuition-discount agreement; it is not guaranteed wages or a promise of continued employment.

My signature confirms receipt and understanding, not agreement to waive any legal right.

Employee printed name: _____

Employee signature: _____

Date: _____

School representative: _____

Date: _____