



Letter from the President

Dear Team Member:

Congratulations on becoming a part of Florida's number one provider of quality childcare solutions. The Education Team is a dynamic, high-energy organization that specializes in recruiting, screening, and placing the most qualified childcare professionals into all of Florida's schools. As a member of our team, you have the exciting opportunity to bring your passion for childcare to the children in the schools that need you most.

As a team member myself, I am committed to partnering with you to promote your own professional development. My number one goal is to have you, the new team member, grow with The Education Team as we continue to strive to provide excellent service. We are on the move, and as a part of the team we want *you* to move right along with us. We believe good childcare is about attention to detail. Because of this, moving forward as a team depends upon your own determination and mindfulness. You are the front line of this team. As such, we trust that you will bring your talents and strengths with you to work each and every day. We expect you to be nothing less than the person you would want to have caring for your own child.

Now, I realize that I have set a high bar. But this team's success has always been due to our unwavering dedication to providing the highest quality of service to the customers who trust us each and every day. To assist you with your transition into this environment of excellence, we have prepared a handbook that will answer most of the questions that you might have about working with us. If you find that you have a question that is not answered in our handbook, please feel free to contact the office directly.

It is my pleasure to welcome you to The Education Team—Florida's number one provider of quality childcare solutions. I am personally confident that in choosing to join our team you have given yourself a great opportunity to be challenged, to learn, to contribute, and to grow.

Sincerely,

Magfalda C. Milov
President

Table of Contents

Introduction	1
Purpose of this Handbook.....	1
History of The Education Team.....	1
The Education Team’s Goals, Values and Beliefs.....	2
The Education Team and MBA – Employment Relationship	3
The Education Team and MBA – Client Relationship	3
Policies Against Discrimination and Harassment	3
Equal Employment Opportunity.....	3
Anti-Harassment	4
The Americans with Disabilities Act.....	5
General Employment Information	6
Background and Credit Checks.....	6
Verification of Employment Eligibility (Form I-9).....	6
Protection of Confidential Information.....	7
Training, Certification and Other Requirements.....	7
New Hires (Introductory Period).....	8
Performance Evaluation.....	8
Promotion and Transfer.....	9
Resignation.....	9
Rehire.....	10
Employment of Related Individuals.....	10
Personnel Records and Changes.....	10
Employment Verifications and References.....	11
Work Hours and Compensation	11
Work Hours and Schedule.....	11
Overtime.....	11
Recording and Submitting Hours Worked.....	12
Pay Periods, Pay Days and Paychecks.....	13
Direct Deposit.....	14
Deductions from Salary (Exempt Employees Only).....	14
Benefits	15
Holidays.....	15
Vacation	16
Tuition Assistance.....	17
Health Insurance Program.....	18
COBRA/Continuation of Health Coverage.....	19
Social Security Coverage.....	19
Workers’ Compensation Coverage	19

Unemployment Compensation Insurance.....	20
Time Off	20
Family and Medical Leave (FMLA).....	20
Military Leave.....	22
Jury Duty /Court Appearance Leave.....	22
Voting Leave.....	23
Funeral Leave.....	23
Workplace Rules and Policies	24
Dress Code.....	24
Attendance and Punctuality.....	24
Standards of Conduct.....	25
Discipline.....	27
Complaint and Problem Solving Policy.....	27
Safety Rules.....	28
Reporting Unsafe Conditions.....	29
Reporting Accidents and Injuries.....	30
Reporting Suspected Child Abuse.....	31
Distribution and Solicitation.....	31
Use of Computer, Telephone, Cell Phone and Other Equipment.....	31
Smoking.....	32
Workplace Violence.....	32
Drug-Free Workplace.....	32
Appendix	34
A. Acknowledgement of Receipt of Employee Handbook.....	34
B. Acknowledgement of Receipt of Child Discipline Policy	35
C. Acknowledgement of Receipt of Protection of Confidential Information Policy.....	36
D. Acknowledgement of Receipt of Drug-Free Workplace Policy.....	37
E. Acknowledgement of Receipt of Substitute Teachers Policy.....	38

Introduction

Purpose of this Handbook

This Handbook has been prepared to answer questions that you may have about your employment with The Education Team (“the Company”) and/or Modern Business Associates, Inc. and its subsidiaries and/or affiliated companies (“MBA”).

THIS HANDBOOK IS NOT A CONTRACT. This Handbook’s contents do not create a contract between you and The Education Team or between you and MBA. It does not create any rights. It has been prepared for informational purposes only. The Education Team/MBA may change or update this information at their discretion and with or without notice. Nothing in this Handbook requires The Education Team/MBA to maintain, or entitles you to, any specific procedures, policies, benefits, working conditions, or privileges of employment. The Education Team/MBA retain sole discretion to unilaterally modify this Handbook, along with its policies, procedures, rules and guidelines at any time with or without notice, and you will be expected to adhere to such modifications. The policies, procedures, rules and guidelines in this Handbook supersede and replace all previously published or unpublished policies, guidelines, handbooks, or other publications related to personnel matters.

YOUR EMPLOYMENT IS AT-WILL. Nothing in this Handbook changes your at-will status. As an employee at-will, you are free to terminate your employment with The Education Team/MBA at any time you choose. The Education Team/MBA also has the same rights to end the employment relationship at any time, with or without notice, and with or without cause.

ALL EMPLOYEES MUST COMPLY WITH THIS HANDBOOK. All employees must adhere to the policies, procedures, rules and guidelines in this Handbook and those which arise later. Violation of any of the policies, procedures, rules or guidelines in this Handbook may result in disciplinary action up to and including termination.

If you have any questions about the contents of this Handbook, please contact The Education Team at 727-578-0999 or MBA’s Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460).

History of The Education Team

In 2002, The Education Team was established to provide high quality child care professionals to private child care centers. The company was formed in response to the critical need for temporary and emergency child care professionals. We minimize the burdens placed on our clients and assist them with complying with staffing ratios by identifying, pre-screening, and providing temporary child care professionals to our clients on short notice. In 2003, we streamlined and magnified our services by providing full-time child care professionals on a regular basis to our clients. Our services are designed to meet the unique needs of our clients by enabling them to focus more attention on supervising the direct care and education provided to children and strengthening their relationships with the children’s parents. Our team of child care professionals consists of Directors, Assistant Directors, Lead Teachers, Teacher/CDA,

Teacher, Teacher Aide, and Cook/Teacher. Our corporate team includes management, marketing, finance and human resources professionals. The Education Team's headquarters is located in St. Petersburg, Florida. We also have offices located in counties throughout the State of Florida where we provide services to our clients.

The Education Team employees, who are partners in our success, vigorously uphold our mission statement for every assignment. Our clients have responded tremendously and their support of our commitment has enabled us to extend our operation into four major markets across Florida. With our entire team sharing our vision of distinctive quality and unparalleled client service, we are headed for greater success.

The Education Team's Goals, Values and Beliefs

Our goal at The Education Team is simple -- extraordinary customer service by providing outstanding teachers to child care centers in Florida. We accomplish this by taking over the tasks that interfere with their focus on quality child care, and by partnering with organizations that have the finest reputations for quality in the educational industry.

Our goals are accomplished by a commitment from every employee. Our values and beliefs require that we:

- Treat each employee with respect and give him/her an opportunity for input on how to continually improve our service goals;
- Treat each employee with mutual respect. The Company does not tolerate discrimination of any kind and encourages all managers and supervisors to involve employees in problem solving and the creativity process. When problems arise, the facts should be analyzed to determine ways to avoid similar problems in the future;
- Provide the most effective and efficient corrective action to resolve customer service issues, to ensure our clients' satisfaction and that the problem not be repeated in the future.
- Foster an open door policy that encourages interaction, discussions and ideas to improve the work environment, thus increasing our productivity;
- Deliver cost competitive services to our clients, employees and where required, partner our clients with other companies who share our mission, vision and values.

The Education Team and MBA – Employment Relationship

The Education Team has entered into a “co-employment” relationship with Modern Business Associates, its subsidiaries and/or affiliated companies (“MBA”), a professional employer organization, which is also known as “employee leasing.” This relationship enhances the Company’s ability to provide high quality employee support. MBA provides human resources support, payroll processing, workers’ compensation benefits support, workplace safety programs, and the opportunity to participate in certain benefits.

In the event that your assignment with The Education Team ends, you must notify MBA’s Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460) within seventy-two (72) hours of your employment termination for another assignment. If you do not notify MBA within such time, MBA may assume that you have voluntarily resigned. Your failure to contact MBA may, under certain circumstances, cause you to forfeit unemployment benefits.

Should your assignment with The Education Team end and you timely contact MBA, MBA may refer your resume and/or work history to other potential employers and/or selected placement agencies.

If you have any questions regarding this relationship, please contact MBA’s Human Resources Department at 727-563-1500 or Toll-Free: 1-888-622-6460.

The Education Team and MBA – Client Relationship

The Education Team is MBA’s client. In the unlikely event that The Education Team and MBA terminate their relationship, MBA will not continue to pay you or provide you with benefits. These responsibilities will continue to rest with The Education Team.

Policies Against Discrimination and Harassment

Equal Employment Opportunity

We are committed to providing equal employment opportunities. We do not and shall not discriminate against a person because of his/her race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected category in any aspect of the employment relationship. Our policy of equal opportunity and nondiscrimination extends to recruitment, hiring, employment, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment, in accordance with applicable federal, state and local laws.

If at any time during the application process or during the period of your employment you believe you have been subjected to discrimination, you must contact MBA’s Human Resources Department immediately at 727-563-1500 (Toll Free: 1-888-622-6460). If your complaint relates

to MBA's Human Resources Department personnel, call MBA's President or an officer of MBA at 727-563-1500 (Toll Free: 1-888-622-6460).

All complaints will be thoroughly investigated and appropriate remedial action will be taken. No applicant or employee will be retaliated against for, in good faith, reporting discrimination or participating in such an investigation.

Anti-Harassment

All employees of The Education Team have a right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment. **The Education Team has adopted a Zero Tolerance Policy in this regard and will not, under any circumstances, condone or tolerate harassment of employees.** We prohibit all forms of harassment relating to an employee's race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected basis.

Any comments or conduct based on, or relating to the above-described categories that fail to respect the dignity and feelings of the individual are unacceptable. Conduct that fails to comply with both the letter and spirit of this policy will not be tolerated.

This policy applies to all employees of the Company. Violation of this policy may result in disciplinary action up to and including termination. You must conduct yourself in a manner consistent with this policy and respect the rights of co-workers, clients, children and their parents, vendors and other visitors to your child care center.

Definitions

For these purposes, the term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic, or physical conduct relating to a person's race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected basis; or any other conduct that is offensive or abusive based on the above-described categories. Harassment also includes hitting, pushing or other physical contact or threats (implicit or explicit) to take action based on the above-described categories.

Harassment also includes:

- Unwelcome or unwanted sexual advances;
- Request(s) or demand(s) for sexual favors; including subtle or blatant expectations, pressures, or requests for any type of favor; and
- Any other physical or verbal conduct of sexual or otherwise offensive nature where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or unreasonably creating an intimidating, hostile, or offensive working environment.

If you feel that you are being harassed by another employee, client, parent, vendor, or other visitors to your child care center, or witness another employee of the Company being harassed

in violation of this policy, you **must** report this harassment immediately to MBA's Department of Human Resources at 727-563-1500 (Toll Free: 1-888-622-6460). If your complaint relates to MBA's Human Resources Department personnel, notify the President or an officer of MBA at the same telephone numbers.

All harassment complaints under this policy will be thoroughly investigated and confidentiality will be maintained to the maximum extent possible under the circumstances. If harassment is found to have occurred, appropriate disciplinary action, including immediate discharge, will be taken.

If you make a good faith complaint under this policy, you will be treated courteously and the problem will be handled as swiftly and as discreetly as possible in light of the need to thoroughly investigate and take appropriate corrective action when necessary.

The good faith registration of a complaint or participation in an investigation in good faith will in no way be used against you nor will it have an adverse impact on your employment status. Neither MBA nor the Company will retaliate against an employee who reports harassment or participates in an investigation and will not knowingly permit retaliation by management or other employees. Retaliation is a serious violation of this anti-harassment policy and **must** be reported to MBA's Human Resources Department.

If you have any questions about this policy, please contact MBA's Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460).

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in all aspects of employment. A qualified individual with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities, meets the job requirements for the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the position.

The Education Team is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodations where appropriate. If you require accommodation to perform essential functions of the job, you must notify your supervisor and MBA's Human Resources Department to request such accommodation. Upon doing so, you will participate in an interactive process with the Company and/or MBA to identify the precise limitations the disability causes and the potential accommodations that could overcome those limitations. In this process you will be asked for your input regarding the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other health care professionals. Necessary accommodation will be made unless precluded by an undue hardship or other permissible consideration.

If you believe you have been discriminated against under the ADA, you must bring your concern directly to MBA's Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460). If your complaint relates to MBA's Human Resources Department personnel, notify the President or an officer of MBA at the same telephone numbers.

If there is a determination that discrimination has occurred, appropriate remedial action will be taken. You will not be retaliated against for, in good faith, filing a complaint. All issues involving ADA will be kept as confidential as possible under the circumstances.

General Employment Information

Background and Credit Checks

The Education Team relies upon the accuracy of information contained in the employment application, resume and/or any other documents you submit throughout the hiring process and your employment. Any misrepresentations, falsifications, or omissions in any of this information may result in exclusion of the individual from further consideration for employment or, if the individual has been hired, may result in disciplinary action up to and including termination of employment.

All applicants for employment with the Company must undergo a state and national background screening by filing a complete set of fingerprints with the Florida Department of Law Enforcement (FDLE). No applicant will be extended an offer of regular employment until the individual has been screened.

In addition, the Company or its agents may also investigate all statements contained in any documents, applications and/or resumes you have provided. A credit and background check may be made on you including, but not limited to, consumer credit history, criminal history, driving record, employment, military, education and general public records which will provide information concerning these areas and your character and general reputation. Your former employers, educational institutions, supervisors, co-workers and references may be contacted.

Specific laws apply to consumer reports. The Company and its agents will adhere to these laws. Upon submitting an application for employment, to the extent allowed by law, you release The Education Team/MBA and their representatives from liability for seeking such information and all other persons, corporations or organizations for furnishing such information. If you have any questions concerning the FDLE background screening, please contact The Education Team at 727-578-0999. If you have questions concerning consumer reports or other non-FDLE background checks, please contact MBA's Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460).

Verification of Employment Eligibility (Form I-9)

In compliance with the Immigration Reform and Control Act of 1986, we will hire only those individuals who are authorized to work in the United States. All employees will be required to

submit documentary proof of identity and employment eligibility. You will also be required to update and sign, under penalty of perjury, Form I-9, which requires you to attest to:

- Being eligible to work in the United States;
- Being who you claim to be; and
- Submitting documents that are genuine.

If you are authorized to work in this country for only a limited time, you will be asked to provide re-verification information and/or may be asked to sign another I-9.

Protection of Confidential Information

During the course of their employment, all employees of The Education Team will receive confidential, private and/or privileged Company information. This information may come from various sources (for example, other employees, clients, co-workers, vendors, children and their parents, medical care providers and governmental agencies) and may concern any number of issues (including technical, business or financial information). All employees are required to maintain such Company information in strict confidence.

There will also be times when our employees will receive sensitive and/or confidential information concerning children and their families (for example, their attendance at the child care center, financial circumstances, family problems, health issues, and/or their behavior and conduct). Everyone must take responsibility for protecting the privacy of our children and their families. Any sensitive and/or confidential information regarding children and their families should not be discussed with individuals, inside or outside of the workplace, who are not authorized to receive such information. Social and casual conversations with other staff, parents and children are under no circumstances to include individual personal opinions and statements concerning workplace business.

Violation of this policy may result in disciplinary action up to and including termination. If you are unsure of your obligations under this policy, please speak to your director, personnel representative or MBA's Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460).

Training, Certification and Other Requirements

The Education Team requires its child care professionals to meet the training, certification and other requirements established by the State of Florida. The Florida Child Care Standards requires all child care professionals to possess a high school diploma or GED. In addition, all child care professionals must successfully complete a 40 hour Introductory Child Care Training requirement. Training certificates are issued or transcripts are updated upon the successful completion of training, as evidenced by passage of a competency exam, if required.

Experienced child care professionals who have not completed the 40-hour training requirement may be hired on a temporary basis, but must agree to (and show proof of) the following:

- 1) Register for the 40-hour training requirement within 30 days from date of hire;
- 2) Begin the 40-hour training requirement within 60 days from the date of hire;

- and
- 3) Complete the 40-hour training requirement within six (6) months from the date of hire.

In addition, all employees are required to complete 8-clock-hours of in-service training (workshops or continuing education classes approved by Florida's child care licensing training office) every fiscal year (i.e., fiscal year begins July 1 and ends June 30).

The Company may also require, as a condition of employment, proof of other training, certification, licensure, registration and/or other requirements as permitted by law. It is the responsibility of the employee to meet such standards and to notify their personnel representative that requirements are met and records are up to date. Individuals allowing training, certification, licensure, registration and/or other requirements to lapse may be removed from their positions, either temporarily or permanently depending on the circumstances. Failure to qualify and or to maintain such training, certifications, licensures, registrations or other requirements may result in termination of employment.

New Hires (Introductory Period)

The Education Team requires all new employees to serve a 90-day introductory period. The introductory period is an extension of the selection process and is designed to allow time for you to adjust to your new position, receive proper training, learn performance expectations, and become familiar with the Company and your job, while enabling management to evaluate your capabilities. The introductory period does not, in any way, alter our policy that all employees are employed at-will. Your employment may be terminated before, during, or after this 90-day introductory period.

During the introductory period, it is important that your job performance and personal conduct is satisfactory. Prior to the start of your first job assignment, you will be required to successfully complete our on-line child care tutorial. The results of this tutorial will assist us with determining appropriate placement and salary level. On or about 30 days after the first day of your employment, a performance review will be conducted. If your job performance and/or personal conduct is unsatisfactory and unlikely to meet acceptable standards, you may be discharged at any time. Additionally, you may be subject to unscheduled drug and/or alcohol testing during the introductory period. Your continued employment with us may be subject to the results of the tests.

After completing the introductory period, another performance review will be conducted. If you successfully complete the 90-day performance evaluation, you will continue your employment with us as an at-will employee.

Performance Evaluation

The Education Team normally conducts performance evaluations every six (6) months, with the exception of the Introductory Period reviews. Performance evaluations, however, may be more or less frequent at management's discretion.

During the performance evaluation, your supervisor will review and discuss the strengths and weaknesses of your job performance, attitude toward work, attendance record, past performance improvement, prior disciplinary action and other relevant areas. Your job performance will be measured against job objectives, which detail the requirements and expectations of the position. All employees will be given job objectives within one (1) week of employment, position change, promotion, and after a performance evaluation. You will also be encouraged to express your ideas and comments about your performance and other relevant areas.

Completion of a performance evaluation does not guarantee continued employment, an increase in wages, or a change in job status.

Promotion and Transfer

The Education Team evaluates and selects candidates without regard to race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected basis.

All candidates who apply for a particular position shall be evaluated for the vacant position by taking into consideration, among other things, background, education, prior work experience, and any special skills or qualifications the individual possesses and are required of the job. Management shall, without regard to race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected basis, select the individual who, in their opinion and sole discretion, appears to be the most qualified for the job.

Resignation

If you will need to resign your employment with The Education Team, we would appreciate, but do not require, a minimum two-week written notice prior to your last day. If circumstances prohibit you from providing a two-week written notice, please provide such notice as soon as practicable. Employees who fail to provide appropriate written notice will be ineligible for rehire.

Your resignation notice must be provided to your child care center's director and a copy must be provided to The Education Team via fax at 727-578-0995.

If you resign your employment, you will receive your final paycheck on the next regularly scheduled pay period. Your year-end tax statement will be sent to your last known address. You are responsible for updating your address by contacting MBA's Human Resources Department at 727-563-1500 (Toll Free: 1-888-622-6460).

Rehire

The Education Team may consider former employees for re-employment, depending on the circumstances. These individuals must go through the pre-employment process. Previous employees who were terminated for violation of The Education Team's policy, procedures, rules or guidelines, unsatisfactory job performance, misconduct, or integrity issues, or who failed to provide a two-week resignation notice, are ineligible for rehire.

Employees rehired following a break in service of more than 30 days, other than for an approved leave of absence or a temporary layoff, must serve a new 90-day introductory period and will be considered a new employee from the effective date of rehire.

Employment of Related Individuals

The Education Team may permit Related Individuals to work for us, but we reserve the right to assign Related Individuals to separate work assignments at the Company's sole discretion. "Related Individuals" means anyone living or staying in the same household, whether or not they are related, as well as any relative by blood, marriage, or adoption.

All related individuals, and those who become related after hire, must immediately contact their personnel representative. Based on the business needs of our clients, we may transfer one of the related individuals to different assignments. Failure to comply with this policy may result in disciplinary action up to and including termination.

Personnel Records and Changes

The Education Team must maintain current and accurate personnel data for all employees. It is the responsibility of each employee to promptly notify his/her supervisor or director of any changes in personnel information:

- Name
- Home address
- Telephone number
- Marital status (e.g., marriage, divorce)
- Dependents (i.e., births)
- Tax withholding allowances
- Emergency contact information

Any of these changes should be reported at the time the change occurs. Your supervisor or director will report the changes to The Education Team and it will be maintained in your personnel file.

Failure to provide current and accurate personnel data may affect the ability to continue any health benefits you or your dependents are entitled to under COBRA and result in your End-of-the-Year Tax Statement (W-2) being returned.

Employment Verifications and References

All requests for employment verifications, income verifications, and all other employment-related verifications and references for current and former employees of The Education Team must be directed to The Education Team at 727-578-0999.

Work Hours and Compensation

Work Hours and Schedule

The Education Team requires that all employees adhere to their scheduled work hours and schedule. Your work schedule will be provided to you by your supervisor or director. The workweek begins on Monday and ends the following Sunday.

All employees are responsible for adhering to the following guidelines:

- You are solely responsible for knowing the dates and times you are scheduled to work. We encourage you to write your schedule down. By doing so, you avoid unnecessary telephone calls to your child care center and/or The Education Team.
- You are solely responsible for reporting to work on time for your scheduled assignment. We encourage you to make arrangements, in advance, in order to arrive to work on time.
- No one is guaranteed a particular assignment, schedule, fixed hours, or number of hours for any given week.
- You are solely responsible for working your scheduled work hours.

Requests for time off must be submitted, in writing, to your supervisor and/or The Education Team representative at two (2) weeks in advance. Reasonable efforts will be made to accommodate your advance request for time off. However, The Education Team maintains the right, in its sole discretion, to schedule its employees based on operational efficiency and the needs of the affected business.

Violation of this policy may result in disciplinary action up to and including termination.

Overtime

The Education Team expects that its employees will work overtime when it is necessary for the efficient operation of the child care center and/or the Company. When overtime is required, employees will be asked to work the extra time. All overtime must be approved, in advance, by

your child care center's director. Violation of this policy may result in disciplinary action up to and including termination.

Supervisor approval must be obtained before working overtime. All non-exempt hourly employees who actually work more than 40 hours in a workweek will be compensated at a rate of one and one half (1 ½) times their normal hourly rate of pay for each hour in excess of 40 hours. Holidays, vacations, and sick time, if any, are not included in hours used to determine overtime eligibility. Exempt employees do not receive additional pay for overtime.

Recording and Submitting Hours Worked

All employees of The Education Team must accurately record and timely submit all hours worked. This is a requirement of your position with us. We cannot issue your paycheck until we have your client-approved time sheet in our office. Failure to accurately record and/or timely submit your hours worked may result in your paycheck being delayed for up to two (2) weeks, where permissible by applicable law. Repeated problems with recording and submitting your time sheet may result in disciplinary action, up to and including termination. The following procedures must be strictly adhered to:

Recording Hours Worked. All Education Team employees are required to maintain an accurate record of all hours worked. "Hours worked" is all the time an employee spends performing his/her assigned job duties and tasks. The hours recorded on your time sheet are worked hours only. Hours worked do not include meal breaks that are 30-minutes or longer, holidays or vacation. It is your responsibility to accurately record your time. At the child care centers where we provide service, the Company's hourly (non-exempt) employees must record their hours on a timesheet. This timesheet requires that you sign-in at the beginning of your scheduled work hours and sign-out at the end of your scheduled work hours. You must also sign-out and -in at the beginning and end of your meal break. *Your client-approved timesheet will be your official work record.*

Submitting Hours Worked. All Education Team employees are required to timely submit their timesheet. Your completed timesheet must be turned into your supervisor or director every Friday by 6:30 p.m. Your director must approve your timesheet. If your timesheet contains an error, for any reason, your director must review, approve and initial the correction. You are responsible for mailing or faxing your signed timesheet to the Company's office no later than 10:00am on the Monday following your assignment. Timesheets may be submitted via fax to 727-578-0995 OR mailed to: The Education Team, 8950 Dr. Martin Luther King Street, Suite 208, St. Petersburg, Florida 33702.

Under no condition is an employee to work "OFF THE CLOCK." If you are requested by your supervisor or director to work off the clock, you must immediately report the request to The Education Team at 727-578-0999 or MBA's Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460). Falsification of time records, which includes, but is not limited to: signing-in or -out for another employee, including time for hours not worked, or failing to report all hours worked, may result in disciplinary action, up to and including termination.

Pay Periods, Pay Days and Paychecks

Pay Periods and Pay Days. All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the payroll period, less any deductions. The pay period includes two workweeks; it begins on Monday and ends 14 days later on Sunday. The wages earned during a pay period will be paid on the Friday following the end of the pay period.

Paychecks. You may request to have your paycheck deposited directly in your bank account through direct deposit or to have it mailed to your home address on record. If you request to have your paycheck sent to you by regular mail, it will be placed in the mail for regular delivery on the Friday scheduled as pay day.

Paycheck Deductions. We are required to make proper deductions from your earnings on your behalf. The amounts withheld will vary according to how much is earned, marital status, government employment regulations, and other factors. The mandated withholdings include, but are not limited to:

- Federal Income Tax
- Social Security Tax
- Medicare Taxes

Other deductions may also be made from your paycheck, with your permission. The Company reserves the right to take deductions from your paycheck as required or permitted by state and federal law, including garnishments and child support.

Paycheck Errors. The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly report the discrepancy to The Education Team's Payroll Department at 727-578-0999, so that it can be promptly corrected.

Lost, Stolen or Undelivered Paychecks. If your paycheck is lost, stolen, destroyed or not received, it will be replaced. However, if you requested to have your paycheck mailed or if you have signed for it, you must pay a \$25 fee for the stop payment on the original paycheck and for the replacement paycheck to be issued. *Please allow 7-10 days for the processing and delivery of the replacement paycheck.* If you locate the original paycheck after you have requested a replacement, do not deposit or cash the paycheck. If you need assistance due to a lost, stolen or undelivered paycheck, you must contact The Education Team's Payroll Department at 727-578-0999.

Payroll Changes. All payroll changes must be submitted in a dated and signed writing to The Education Team's Payroll Department.

Direct Deposit

The Education Team provides its employees with the option of either having their paychecks delivered via regular mail each pay period or having their paycheck automatically deposited directly into his/her bank account(s)—i.e. Direct Deposit. With Direct Deposit, your paycheck will be automatically deposited into your checking or savings account (or divided between the two) as you direct. If you choose direct deposit, you also will still receive a pay stub and a copy of a paycheck that contains the same information that would appear on your regular paycheck—except the face of the check is voided.

The Company provides you with the option to choose Direct Deposit at no cost to you. The benefits to using Direct Deposit include:

- Timely depositing of checks—your paycheck appears as a deposit in your account on the scheduled pay day;
- Reduced time required for checks to clear;
- Reduced chance of losing checks or having checks stolen;
- No need to spend time visiting the bank or ATM to deposit checks; and
- Payments can be divided among designated employee accounts.

We encourage you to use Direct Deposit. If you chose Direct Deposit, you must complete and sign an authorization form. Direct Deposit will be initiated two pay periods following the receipt of your signed authorization form. For more information regarding Direct Deposit and to sign-up for this program, please contact The Education Team's Payroll Department at 727-578-0999.

Deductions from Salary (Exempt Employees Only)

It is The Education Team's policy to pay an exempt employee his or her regular salary for any workweek in which the employee performed any work. Exceptions to this general policy may occur in the following situations, where deductions from an employee's salary may be made:

- For absence from work for one or more full days for personal reasons, other than sickness or disability
- For absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan, policy or procedure
- To offset any amount the employee received as payment for jury fees, witness fees, or military pay (but not for travel and parking)
- For penalties imposed for violating written safety rules of major significance
- For an unpaid disciplinary suspension of one or more full days if we in good faith believe the employee violated a written workplace conduct rule (but not for performance or attendance problems)
- To pay an employee for time actually worked in the first and last weeks of employment
- For unpaid leave taken pursuant to the FMLA

Deductions from an exempt employee's salary may not be made:

- For partial day absences (except under the FMLA and during the first and last week of employment)
- For variations in an employee's quality or quantity of work
- For absences created by the employer when the employee is ready, able, and willing to work

Improper deductions are a serious violation of policy.

Complaints. If you believe this policy has been violated in any way, please immediately report your concerns to MBA's Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460). Your complaint will be thoroughly investigated and will be handled as discreetly as possible. Any person who makes a good-faith complaint will be treated courteously, and the complaint will be handled as swiftly as possible.

The registration of a complaint or participation in an investigation in good faith will in no way be used against you, nor will it have an adverse impact on your employment status. Retaliation will not be tolerated and must be reported to MBA's Human Resources Department.

Reimbursements. In the event an improper deduction was made, you will be promptly reimbursed in full.

Benefits

Holidays

The Education Team observes the following holidays:

- Independence Day (4th of July)
- Thanksgiving Day
- Christmas Day
- New Year's Day

All eligible employees will receive holiday pay, if the holiday falls on a day in which you are regularly scheduled to work. Holiday pay will be in an amount equal to your regular day's pay. If the holiday falls on a weekend, you will receive holiday pay only if your child care center is closed to observe the holiday on Monday or Friday.

Definitions

"Eligible employees" are those who have completed three (3) consecutive months of service prior to the holiday and who have worked the last scheduled workday preceding and first scheduled workday following the holiday.

“Regularly scheduled to work” means a day that you have worked on that week day for at least 5 times during the 8 work weeks prior to the holiday. (For example, if the holiday falls on a Monday, or if your child care center is closed for the holiday on Monday, you must have worked at least 5 of the Mondays during the 8 work weeks prior to the holiday for Monday to qualify as a day that you are regularly scheduled to work.)

“Regular day’s pay” is the average hours worked per day during the 8 work weeks prior to the holiday and it is calculated according to your normal hourly rate of pay. Your normal hourly pay for purposes of holiday pay is the hourly pay you are receiving on the date of the holiday. (For example, divide the total hours worked during the 8 work weeks prior to the holiday by the number of days worked, and then multiply by your hourly pay.)

Holiday hours will not count toward overtime for the work week. Holidays that fall during an employee’s scheduled vacation will be counted as holidays – not as vacation.

The Company determines vacations and observed holidays at its sole discretion and the policy is subject to change with or without notice.

Vacation

The Education Team provides a paid vacation plan to provide its employees with a period of rest and relaxation without loss of pay or benefits. All employees of the Company are eligible to participate in this vacation plan.*

Vacation days are accrued based on hours worked during a calendar year (January 1 – December 31), as follows:

Hours Worked Per Calendar Year	Vacation Days Earned Per Calendar Year
0 – 399	0
400 – 799	1 = 8 hours
800 – 1199	2 = 16 hours
1200 – 1599	3 = 24 hours
1600 – 1999	4 = 32 hours
2000 or more	5 = 40 hours

Vacation day(s) may not be used until an employee has been employed by the Company for at least six (6) consecutive months his/her date of hire. Vacation pay is calculated according to your normal hourly rate of pay. Your normal hourly pay for purposes of vacation pay is the hourly pay you are receiving on the date you begin your vacation.

Requests for Vacation. To help the Company ensure adequate staffing, requests for vacation must be submitted, in writing, to your supervisor at least two (2) weeks in advance. Your supervisor approves all vacation requests. The Company will do its best to accommodate your vacation request, but the supervisor has the authority to grant or deny vacation requests depending on their business needs. Vacation can be taken in full or half day increments only, unless otherwise allowed by applicable laws. Also, in the event that a holiday observed by the

Company falls within a scheduled vacation period, you will not be charged a vacation day for the holiday.

Vacation days may not be advanced. Vacation pay may not be awarded instead of taking the actual vacation day(s). The Company strongly encourages all employees to use their vacation days in the calendar year in which it is earned. Only a maximum of 40 hours of earned vacation may be carried over into the following year. If you experience any difficulties taking vacation time, you must immediately inform your supervisor.

If you are separated from your employment with the Company for any reason, vacation pay earned but unused (up to 40 hours) will be included in your final paycheck in accordance with applicable laws. Eligible employees who terminate with less than six (6) months of consecutive service are not eligible to receive pay for accrued vacation. Accrued earned vacation cannot be used to extend employment.

**The Education Team employees, who work at the Lake Carroll Baptist Church location, are not eligible to participate in this Vacation Plan. However, you may be eligible to participate in your child care center's vacation plan. Please contact your child care center's administrator for further information.*

Tuition Assistance

The Education Team provides tuition assistance to eligible employees as a means of enhancing their professional growth and to provide career development potential within our organization. We strongly believe that education leads to self-improvement, which improves the knowledge, skills and/or proficiency of the individual and enhances the value of the individual to our Company. In order to encourage our employees to further their education, we have established a tuition assistance plan. The tuition assistance plan provides our employees with the opportunity for professional growth and development by assisting them to meet the tuition expense of satisfactorily completed approved courses.

Eligibility. Regular full-time employees who have completed one (1) year of continuous service from their date of hire are eligible to apply for tuition assistance under this policy. "Regular full-time employees" are those individuals who work have worked at least 37 or more hours per week and who are not hired for a specified period of time. The employee must continue to work as a regular full-time employee during the entire time he/she is enrolled in an educational program/course, in order to be eligible.

Service Obligation. In consideration of receiving tuition assistance under this policy, the employee must agree to commit to six (6) months of continued full-time service with the Company following the completion of each course. Should the employee voluntarily resign within six (6) months of completing a course and receiving tuition reimbursement, he/she will be required to refund the full amount.

Request for Reimbursement and Approval. All courses must be approved by your supervisor and your personnel representative. Employees must submit their requests for tuition reimbursement at least 10 days prior to enrolling in and/or taking a course. The request should be submitted to your supervisor on the form provided for this purpose. Your supervisor will forward it to your personnel representative with a recommendation to approve or disapprove.

Your personnel representative will review the request for program compliance and will notify you upon approval or denial.

Approved Course(s). Courses eligible for approval are those that: 1) will improve the employee's skills in his/her present position, 2) prepare the employee for another appropriate position with the Company, 3) will be a course required for completion of state-mandated training requirement, or 4) will be a course required for completion of an approved Education degree. Approved courses can be taken anytime after the employee's date of hire; however, the employee is not eligible for reimbursement until he/she has completed one (1) continuous year of service from their date of hire.

Tuition Reimbursement. Tuition reimbursement will be based on satisfactory completion of the course or seminar and it will be limited to the 50% of the cost of the course or seminar (*not related to attaining an Education degree*), required books, materials, and other related fees, all not to exceed \$100 per calendar year (January 1 – December 31). Tuition reimbursement for completing a course or seminar taken to complete an approved Education degree will be based on satisfactory completion of the course or seminar and it will be limited *solely* to the cost of the course or seminar, not to exceed \$150 per calendar year (January 1 – December 31). Tuition reimbursement will not be provided for other costs, expenses, and/or fees associated with the course or seminar (e.g., time spent taking the course or seminar, parking, transportation, gas, tickets, library fees, late fees, activities, supplies, copies, meals, etc.).

Upon completion of the course or seminar, the employee must submit his/her grade(s) with invoices and proof of payment (showing the cost of the course or seminar) to your personnel representative within 15 days of the date you receive your final course or seminar grade. Reimbursement will be made only if the course grade is a "B" or better, "pass" for a pass or fail course or seminar, or where applicable, obtaining a certificate of completion. Your personnel representative will not submit a tuition reimbursement request to the Payroll Department for processing prior to receipt of evidence of satisfactory completion of the course or seminar.

Health Insurance Program

The Education Team offers a comprehensive health insurance program to all eligible regular full-time employees. This program has been established to support your health and well-being. All eligible regular full-time employees, their spouses and eligible dependent children, are eligible to enroll in the benefit program after completing six (6) months of continuous service with the Company. "Regular full-time employees" are those individuals who work at least 37 or more hours per week and who are not hired for a specified period of time.

The Company will pay costs associated with the administration of the health insurance program. However, the employee is responsible for the entire cost of the monthly insurance premium through payroll deduction. Information regarding the health insurance program is included with your new hire packet, and it may also be obtained by contacting MBA's Account Manager for The Education Team at 727-563-1500 (Toll-Free: 1-888-622-6460).

COBRA/Continuation of Health Coverage

If you are included in The Education Team's group health care plan that is covered by COBRA or applicable state/local law, you (or your covered spouse or dependants) may be eligible to continue health coverage after it would otherwise end for 18, 29 or 36 months, depending on the circumstances. In general, COBRA allows qualified beneficiaries to elect to continue their group health coverage if such coverage is lost due to a COBRA qualifying event.

Eligible coverage can be continued by paying the insurance premiums within a certain period of time and by matching the cost of the premium by 102 percent.

In the event of divorce, legal separation, or a child losing dependent status, **you bear the responsibility of notifying MBA** of such qualifying events as soon as possible and not later than sixty (60) days from the date of the event. If your spouse or dependents elect COBRA coverage, it is very important to contact MBA's Benefits Department immediately after terminating employment or for any of the other qualifying events.

A notice further outlining COBRA rights and obligations will be provided within ninety (90) days after you become covered under the eligible group health plan. For further details, please contact MBA's Benefits Department at 727-563-1500 (Toll-Free: 1-888-622-6460).

Social Security Coverage

Every pay period, you contribute a certain percentage of your wages into the Social Security system, including Medicaid. We match your contribution, dollar for dollar, and the total amount is forwarded to the Social Security Administration on your behalf. This money provides certain important benefits for each employee. The benefits offered by Social Security include disability payments and medical insurance for you if you become totally disabled for any reason prior to normal retirement; survivor benefits to your spouse and minor children if you die; and also retirement benefits and health insurance for you and your spouse when you reach retirement age. You can obtain information about available Social Security benefits from your nearest Social Security office.

Workers' Compensation Coverage

We pay the cost of workers' compensation insurance for its employees, at a substantial annual cost. This insurance provides important benefits to an employee who sustains an on-the-job injury while doing work for the Company. Benefits provided may include: payment of all costs of medical care needed for the injury (including necessary rehabilitation); payment of temporary disability payments during the time that the employee cannot work due to the injury; certain lump sum payments for any permanent residual disability which may limit future employment prospects of the employee; and payment for retraining if the employee is unable to return to the former occupation. Your eligibility to receive this benefit is determined under applicable state law.

Unemployment Compensation Insurance

We pay the cost of unemployment compensation insurance for its employees. Unemployment insurance benefits provide unemployed workers time to find a new job equivalent to the one lost without financial distress. Your eligibility to receive this benefit is determined under applicable state law.

We pay premiums to the state unemployment insurance fund in order to provide unemployment insurance for our employees. This fund is designed to provide benefits to unemployed workers, who are unemployed through no fault of their own, while they find a new job. Claims for unemployment compensation are handled through Florida's Agency for Workforce Innovation. Your eligibility to receive this benefit is determined under applicable state law.

Time Off

Family and Medical Leave

The Education Team's eligible employees may take up to 12 weeks of unpaid leave under the federal Family and Medical Leave Act (FMLA) within a 12-month period and under certain circumstances be restored to the same or an equivalent position upon return to work. For FMLA leave purposes, the 12-month period in which 12 weeks of leave may be taken is the rolling 12-month period measured backward from the employee's first day of FMLA leave.

To be eligible for FMLA leave, you must meet all of the following criteria:

1. Have at least 12 months of continuous employment with the Company; and
2. Have worked at least 1,250 hours in the past 12 months of service.

If eligible, you may use FMLA leave for any of the following reasons:

- The birth of a child, and /or to care for such child;
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child;
- To care for your spouse, child, or parent with a serious health condition; or
- Because of your own serious health condition which makes you unable to perform an essential function of your position with or without reasonable accommodation.

Any leave due to the birth and care of a child or the placement of a child for adoption or foster care, and/or care of the newly placed child, must be completed within 1 year of the date of birth or placement.

If you request FMLA leave, any unused paid time off (vacation) must be part of your leave. The substitution of this leave time for unpaid leave time does not extend the 12-week leave period. Also, your FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Company will maintain any health, dental and life insurance benefits (if applicable) under the same terms and conditions in effect for employees not on leave. If you elect not to return to work at the end of the leave you will be required to reimburse the Company for the cost of premiums paid by the Company for maintaining health and/or dental coverage during your leave, if applicable, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

Leave to care for a seriously ill family member or because of your own serious health condition may be taken intermittently (in separate blocks) or on a reduced leave schedule (reducing the number of hours you work per workweek or workday) if medically necessary. Under these circumstances, where leave is unpaid, your pay will be reduced based on the amount of time that you actually did not work during the pay period in accordance with the FMLA. In addition, while you are on intermittent or reduced-schedule leave, the Company may temporarily transfer you to an available alternative position that better accommodates your recurring leave and which has equivalent pay and benefits.

To request FMLA leave, you are asked to complete the Request for Leave of Absence form that is available from MBA's Human Resources Department. You must provide notice at least 30 days prior to your desired leave of absence unless an unforeseen event occurs which prohibits you from doing so. Failure to provide such notice may result in delay or denial of leave. If your need for leave is due to a planned medical treatment, you should attempt to schedule the treatment so as not to unduly disrupt the Company's operations.

If you are requesting a leave because of your own serious health condition or to care for a parent, child or spouse with a serious health condition, you must provide medical certification from the relevant health care provider. If possible, you should provide the medical certification within 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide medical certification before the leave begins.

Failure to provide medical certification in a timely manner may result in delay or denial of leave. The Company, at its expense, may require an examination by a second healthcare provider designated by the Company if it questions the information provided by the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. The Company may also require subsequent medical re-certification. Failure to provide requested certification within 15 days, if such is practical, may result in denial or delay of leave.

Certain "key employees" may be denied restoration to their former or equivalent positions following a FMLA leave if such restoration would cause substantial and grievous economic injury to the Company. The Company will notify you when you request leave if you qualify as a "key employee" and your rights as such.

While you are taking FMLA leave, you must contact your Manager on a pre-scheduled basis regarding the status of the condition (leave) and your intention to return to work.

If you take a leave because of your own serious health condition, (except if you are taking intermittent leave) you must provide a "fitness for duty" medical certification when you are able to return to work. This form is available from MBA's Human Resources Department. If you fail

to complete the “fitness for duty” medical certification form, you will not be permitted to resume work until you provide it.

We may also designate leave as FMLA leave after the leave has been completed in compliance with the law. However, employees may not retroactively claim that a paid or unpaid absence was FMLA leave.

If you take another job and/or work while on FMLA leave or any other unauthorized leave, you may be subject to disciplinary action up to and including termination.

In any case in which a husband and wife are entitled to leave because of the birth or adoption of a child, or for care of a sick parent, the aggregate number of workweeks of leave to which both may be entitled is limited to 12 in any 12-month period.

Military Leave

The Education Team respects the rights of all employees who serve in the military (active and inactive). The Company will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws pertaining to military leave.

Upon receiving an assignment for military service, employees should promptly provide notice to their supervisor and personnel representative for information regarding their military leave rights, unless precluded by military necessity, and should contact the MBA’s Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460).

Jury Duty/Court Appearance Leave

The Education Team provides leave to an employee summoned to perform jury duty or summoned to appear in court in matters related to the Company’s business and at the Company’s request. This leave is unpaid, unless required to be paid under applicable law. If you are summoned to perform jury duty or appear in court for Company related matters, you must immediately notify your supervisor and personnel representative in advance of the leave and provide him or her with a copy of the juror summons, subpoena or order. The leave request will be reviewed and approved by your supervisor. You will not be penalized due to missed time away from work to appear in court.

Call-In Required at End of Jury Duty Service. If your jury duty service ends (i.e., you are excused from jury duty or are no longer required to appear in court) on a day that you were scheduled to work, and if four (4) or more hours remain of your scheduled work hours, you may be required to work. Therefore, at the end of your jury duty service, you must call-in to your personnel representative, who will inform you whether your services will be needed to work your scheduled work hours. Violation of this policy may result in disciplinary action up to and including termination.

If you need time off for a court appearance as a party or witness in a civil or criminal matter (not related to the Company's business), you can request time off in accordance with the Company's time off procedures.

Voting Leave

It is your civic duty as a United States citizen to vote in Federal, state and local elections. The Education Team supports your civic responsibility. You should vote either before or after your scheduled work hours. If, however, your work schedule or other work-related factors provide you with insufficient time to vote, you can request excused time off to vote. You must submit your request to your supervisor and personnel representative no later than the day before the election. The leave request will be reviewed and approved by your supervisor, who will provide you with sufficient time to vote. You will not be penalized due to missed time away from work to vote.

Violation of this policy may result in disciplinary action up to and including termination.

Funeral Leave

The Education Team provides all employees with three (3) days of unpaid bereavement funeral leave to all employees when a death occurs in an employee's immediate family. "Immediate family," for purposes of this policy, includes anyone living or staying in the same household, whether or not they are related, as well as any mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, brothers- and sisters-in-law, step-parents, step-children, step-siblings, grandparents, grandchildren, or individuals adopted into these relationships.

In order to allow an employee to deal with the trauma of the death of the employee's spouse or minor child, the Company normally will allow the employee to take additional time off (either by granting an unpaid leave of up to two additional weeks or allowing the employee to apply up to two weeks of accrued vacation time to the absence, if eligible).

The Company realizes that employees may wish to attend funerals of other persons (including close friends or family members beyond the immediate family). In such cases, the decision to grant or deny the bereavement leave request rests solely in the discretion of your supervisor's business judgment, which will take into consideration the need to minimize the disruptions to the child care center's operations and to prevent undue hardship from being placed on your fellow co-workers.

All requests for bereavement leave must be submitted to your supervisor and personnel representative soon as you become aware of the need for leave, and must include appropriate information to allow the Company to verify the need for the leave (including full name of the deceased, relationship to the employee, as well as name/address and phone number of the funeral home). Fraudulent requests for funeral leave may result in disciplinary action up to and including termination. The leave request will be reviewed and approved by your supervisor. In

addition, you may request to take unused vacation, if eligible, to attend the funeral. You will not be penalized due to missed time away from work during approved bereavement leave.

Workplace Rules and Policies

Dress Code

As an employee of The Education Team, you are a representative of our business and personal appearance is very important to our overall professional image. The Company's image must project that it is a professional, productive and reliable provider of child care services to our clients. To that end, the Company expects its employees to maintain a professional, respectable, and clean appearance at all times. It is our policy that your dress and grooming be, in the Company's opinion, business casual and appropriate to your work situation. However, under no circumstances, will you be permitted to wear open shoes. Employees must wear closed shoes at all times. Guidelines regarding the appropriate attire are available from your supervisor or director.

Employees reporting to work improperly dressed may be sent home to change clothing or until further scheduled to work. Employees sent home will not be compensated for lost time, as allowed by applicable law.

Violation of this policy may result in disciplinary action up to and including termination. The Education Team reserves the right in all situations to decide whether an employee is in violation of this policy.

Attendance and Punctuality

Regular and consistent attendance and punctuality are essential elements of your job performance. The Education Team requires all employees to report to work as scheduled and on time. An employee's absence or failure to report to work on time not only impacts the level of service and quality we provide to our clients, but it also disrupts the work environment, imposes added work on co-workers, and negatively affects the morale of co-workers who are on-time and available. Consistent attendance and punctuality is imperative.

The Company expects all employees to comply with the following:

- **Attendance and Punctuality.** You must be at your work station and ready to perform the responsibilities of your position at your scheduled start time.
- **Late.** If you will be late, you must *personally* call-in and speak with your supervisor before your scheduled start time and notify him/her of the reason you will be late and your estimated time of arrival. No one else may call-in for you, unless you are physically incapacitated. Messages may not be left with co-workers or on your supervisor's voice mail.
- **Illness or Injury.** If you are unable to report to work as scheduled, due to an unexpected illness or emergency, you must *personally* call-in and speak with your personnel representative at least two (2) hours before you are scheduled to start work and notify

him/her of the reason you will be unable to report to work. No one else may call-in for you, unless you are physically incapacitated. If you are absent for three (3) consecutive work days, you may be required to submit a physician's release before you will be allowed to return to work.

- No Call - No Show. If you fail to call-in prior to your scheduled start time and you fail to report to work for two (2) consecutive scheduled work days, you will be deemed to have abandoned your job and voluntarily resigned.
- Time Off Requests. Requests for days off or special scheduling must be submitted to your personnel representative, in writing, at least two (2) weeks in advance. The Company will try to accommodate time off requests or special scheduling, but it cannot guarantee that it will be granted. The decision to grant or deny your leave request rests solely in the discretion of your personnel representative's business judgment, which will take into consideration the need to minimize the disruptions to the child care center's operations and to prevent undue hardship from being placed on your co-workers.

Excessive absences and tardiness, and/or leaving work prior to the end of your scheduled work hours, failing to complete an assignment, or failing to follow the requirements of this policy, may result in disciplinary action, up to and including termination.

In addition, your child care center may have established rules for attendance and tardiness. Similarly, violations of their rules may result in disciplinary action up to and including termination.

Standards of Conduct

The Education Team selected you based, in part, on your level of maturity, responsibility and commitment, which are essential ingredients for you to be successful in our organization. We expect that you will continue to demonstrate these qualities and to conduct yourself in a professional manner during your employment with us. Your primary responsibility, on behalf of the Company, is to do a good job. This responsibility carries with it a number of obligations, such as obeying our policies, procedures, rules and guidelines, cooperating with management and co-workers, and remaining loyal to the Company. While we hope and expect the need for disciplinary action will be rare, we will not hesitate to take appropriate disciplinary action when your behavior or conduct falls below acceptable standards.

We have prepared a list of examples of behavior or conduct that we prohibit in the workplace. Any employee that engages in such behavior or conduct will be subject to disciplinary action up to and including termination. The list we have prepared does not cover all prohibited behavior or conduct, but merely provides you with examples.

- Defacing, damaging, neglecting, misusing, or unauthorized use of the Company's property, records or other materials.
- Consuming, possessing, or being under the influence of alcohol or other controlled substances during work hours and/or while on the Company's premises.
- Selling, offering to sell, conveying, possessing, alcohol or other controlled substances, unless prescribed for you by a physician and needed, during work hours and/or while on the Company's property.
- Stealing from the Company, other employees, suppliers, or customers.

- Falsifying or fabricating information in personnel records, medical records, FMLA leave records, Workers' Compensation forms, work records, and other records of the Company.
- Falsifying time records.
- Making false claims of injury, violating safety or health rules or policies, or refusing to use safety equipment.
- Possessing firearms, explosives, knives, or any other weapons, while working or otherwise fulfilling job responsibilities at work.
- Threatening, intimidating, harassing, attempting bodily harm, using abusive or threatening language, or engaging in physical confrontation with another employee, Supervisor, Manager or other representative of the Company, a vendor, visitor, or customer, during work hours, on the Company's property or at a Company meeting or function.
- Disobeying, refusing, or failing to obey the verbal or written instructions of a Manager (insubordination).
- Being rude to another employee, Supervisor, Manager or other representative of the Company, a vendor, visitor or customer.
- Refusing to work scheduled hours, including overtime, when directed by a Manager.
- Deliberately avoiding work, hiding, or sleeping during scheduled work hours.
- Repeatedly failing to meet production/work requirements.
- Working unauthorized overtime.
- Reporting late or failing to report to work or back to work from a break and/or lunch period, or leaving work before scheduled time that is unexcused or excessive in the sole judgment of the Company.
- Failing to provide prior notice of absence from work.
- Failing to produce a medical certification upon return to work after three (3) or more consecutive days of absence, when requested by management.
- Using, removing, misappropriating or failing to maintain confidential or proprietary Company information without authorization.
- Distributing unauthorized literature, sale of products, or services, or soliciting during work hours as defined in the Company's policy.
- Accepting gifts from the Company's customers, suppliers, or vendors.
- Being absent from authorized work areas without management approval.
- Operating equipment or machines without proper authorization.
- Performing inferior work, providing poor service to customers, or wasting food or food products.
- Gambling, betting or engaging in any other game of chance while at work or on the Company's property.
- Posting, removing or tampering with the bulletin boards or notices posted on such boards without authorization, or defacing any posted signs, displays or property.
- Performing job duties carelessly or inefficiently, including failing to maintain proper standards of performance.
- Engaging in indecent, immoral or illegal acts in the workplace.
- Any action whatsoever that tends to destroy good relations between the Company and its employees, suppliers or customers.
- Acting in any manner contrary to or in violation of the Company's policies against discrimination and harassment in the workplace.

Additionally, the Company does not violate the law nor does it tolerate those who do. Violation of this policy may result in disciplinary action up to and including termination. If you believe that anyone in or associated with the Company has requested or directed you to do anything that violates this policy or the law, or has prohibited you from doing anything that the law requires you to do, you must report this immediately to your personnel representative or MBA's Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460).

Discipline

The Education Team expects all employees to avoid conduct that is not in the best interest of the Company or that adversely affects other co-workers. While we hope that the need for counseling and discipline will be rare, when your job performance, behavior, or conduct falls below acceptable standards or violates the Company's policies, procedures, rules or guidelines, we will take disciplinary action.

In the event it becomes necessary to discipline an employee, one or more of the following types of discipline may occur:

- Verbal warning or employee counseling
- Written warning
- Suspension
- Termination

While the circumstances of a particular case can result in termination for the first offense, other cases may result in one of the other three forms of discipline listed above. The Company reserves the right to bypass any or all of the above listed forms of discipline, if in our discretion, it is warranted.

Any of these forms of discipline can be applied or omitted at management's discretion, depending on the circumstances. The Company does not guarantee that one form of action will necessarily precede another. This policy does not create any obligation to follow any procedure. Further, this policy does not prevent, limit or delay the Company from taking appropriate disciplinary action against an employee at any point in the procedure, including termination without warning, where in our discretion, it is appropriate.

Complaint and Problem Solving

The Education Team strives to make your employment with us a positive, rewarding and enjoyable experience. Respectfulness, fairness, honesty and integrity characterize our relationship with our employees. If you have any concerns, questions, or problems regarding your employment with us, we strongly encourage you to speak with your child care center's management team. Experience has shown that open and direct communication between employees and management builds mutual trust and respect.

We encourage you to use our Open Door Process. You will not be penalized for using this process.

- Step 1: Talk to your immediate supervisor about your problem or concern. If you believe you have been subjected to discrimination or harassment because of your race, age, color, religion, sex, national origin, ancestry, citizenship, disability/handicap, veteran status, pregnancy, marital status, or other applicable legally protected category, you must immediately contact MBA's Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460).
- Step 2: If you believe your problem or concern has not been addressed or resolved at Step 1, you are encouraged to speak with your personnel representative and/or center's director.
- Step 3: If your problem or concern was not addressed or resolved at Step 2, you should contact MBA's Human Resources Department at 727-563-1500 (Toll-Free: 1-888-622-6460).

Please do not hesitate to use this process. If you, in good faith, complain of a workplace issue or participate in an investigation of such issue, you will not be penalized and your position with us will not be adversely affected. All problems and concerns brought to our attention, or MBA's, will be promptly and thoroughly investigated, and when necessary, we will take prompt and appropriate corrective action. We will maintain confidentiality to the extent possible balanced with our need to thoroughly investigate and take appropriate corrective action.

The Company recognizes that not every problem can be resolved to everyone's total satisfaction, but through understanding and discussion of mutual concerns, you and your management team can develop mutual trust and confidence in each other.

Safety Rules

Safety is a joint venture at The Education Team. We are committed to working with child care centers that provide a clean, hazard free, healthy, safe work environment in accordance with applicable Federal, state, and local laws, ordinances and regulations. We also require that our employees take an active part in maintaining a safe work environment by thinking defensively, anticipating unsafe conditions, and reporting unsafe conditions immediately. All employees have a safety responsibility to themselves, co-workers, the Company, our clients, and the children and families we serve.

Please observe the following precautions:

1. Know and comply with the safety rules, procedures, policies and guidelines of your workplace, including the child care center where you may be assigned to work.
2. Know and understand your job and follow instructions. If you are not sure how to safely perform your job, do not guess—ask your supervisor.
3. Immediately report any accidents or injuries, safety breaches, unsafe equipment or conditions.

4. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
5. The use of alcoholic beverages or illegal substances or the abuse of legal prescription drugs during work hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the Company's and/or child care center's property or while working is prohibited.
6. You may not use, adjust and/or repair equipment unless you are trained and qualified.
7. Use proper lifting techniques. Do not lift or push heavy objects—get help.
8. Know the locations, contents and use of emergency, safety and fire aid and equipment, as well as exits (do not block their access).
9. Know how to contact emergency personnel.
10. Practice safety awareness to protect yourself and others.
11. Put all equipment and material in their proper place.
12. Comply with all signs and posted rules.
13. Report tampering of equipment.
14. Submit suggestions for improvements in safety, health and efficiency to your supervisor.

In addition, the safety of the children under your care is your most important function. Never leave children alone under any circumstances. If you must leave the room for any reason and another teacher is not available, you must take your children with you to make sure they are always under supervision. This includes leaving the playground to retrieve lost or missing articles, going to the bathroom or any other event that requires you to move from your classroom or assigned child care area.

No employee of The Education Team may distribute or administer any form of medications, which include, Tylenol, bug spray, sunscreen, or any topical medication without the child's name visible on the medication and a signed authorization by the child's parent.

These rules are not intended to cover every conceivable safety-related situation, but are provided as common examples and are not intended to be all-inclusive. As a general rule, always use good judgment and common sense to insure your safety and the safety of others. Violation of a safety precaution is in itself an unsafe act. Further, violation of any safety rules, policies and guidelines, including those established and implemented at the child care center's we serve, may result in disciplinary action up to and including termination.

Reporting Unsafe Conditions

Employees may report safety violations or injuries anonymously if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, The Education Team will deal with any deliberate or ongoing safety violation, or creation of hazard, by an employee through disciplinary action, up to and including termination.

Worker's Compensation Insurance pursuant to the laws of Florida covers all work related accidents. You must contact your personnel representative immediately if you are injured on the job.

This policy does not include all of the Company's or your child care center's safety rules. If you have any questions or observe an unsafe or hazardous condition, immediately notify your supervisor, director, or personnel representative.

Reporting Accidents and Injuries

The Education Team is committed to providing its employees with an accident-free workplace. Accidents and injuries, however, sometimes occur. If an accident or injury occurs, the Company's primary goal is to ensure that injured individuals receive prompt, appropriate and quality medical care.

All employees must immediately report any accident or injury to his/her supervisor (or in the absence of your supervisor, the child care center's director). No accident or injury is too small to report. Failure to report an accident or injury within 24 hours of the incident may subject an employee to disciplinary action up to and including termination. Your supervisor will notify your personnel representative. In addition, an employee's failure to promptly report his or her own accident or injury could result in loss of workers' compensation benefits. Therefore, you must comply with this policy and all directives given to you following an accident or injury. Failure to obtain authorization, use the designated medical facility, immediately report to the designated medical facility and/or submit to post-injury drug testing may result in loss of benefits as specified under applicable state law and may result in disciplinary action up to and including termination.

In addition, all employees who are injured in the workplace are required to submit to post-injury drug testing. A confirmed positive test result or a refusal to take a test may result in the loss of benefits as specified under applicable state law, as well as disciplinary action up to and including termination.

An injured employee may be contacted by a claims adjuster to assist, coordinate, and authorize treatment or referrals to specialists, and return to work plans, if required. The Company endorses a light duty, return-to-work program for the benefit of all concerned. The treating physician will make this determination. Refusal of light duty if available can cause loss of disability benefits.

If you are eligible for leave under the Family and Medical Leave Act, time taken for a Workers' Compensation leave may be counted towards time available for FMLA leave. If your doctor requires you to stay home from work, your lost time will be covered by our Workers' Compensation Insurance Policy after a waiting period.

For assistance or questions, contact your personnel representative or MBA's Risk Management Department (Toll-Free: 1-888-622-6460).

Reporting Suspected Child Abuse

Any Education Team employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, must immediately report this information to his or her child care center's supervisor or director and the Florida Department of Children and Families (**Florida Abuse Hotline: 1-900-96-ABUSE**).

Distribution and Solicitation

Education Team employees are prohibited from distributing literature of any kind (personal, employment, or business) in work areas at all times. Distribution of literature in non-work areas is prohibited during work hours. Work hours are the time you are expected to work and do not include rest, meal or other authorized breaks. In addition, employees are prohibited from soliciting (including, but not limited to recruiting and selling) during work hours of the person soliciting or the person being solicited.

Violation of this policy may result in disciplinary action up to and including termination. If you become aware of any prohibited solicitation or distribution activities, please report it to your supervisor or director.

Use of Computer, Telephone, Cell Phones and Other Equipment

The child care center where you are assigned will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of the child care center unless it is approved and your job specifically requires use of the equipment outside the physical facility.

The child care center's computer equipment, including laptops, may not be used for personal use - this includes word processing and computing functions. It is forbidden to install any other programs to a Company computer without the written permission of your supervisor or director. These forbidden programs include, but are not limited to, games, online services, screen savers, etc. The copying of programs installed on the Company computers is not allowed unless you are specifically directed to do so in writing by your supervisor or director.

The child care center's telephones are for business use only. Personal calls (incoming or outgoing, local or long-distance) on the child care center's telephones are prohibited except in cases of emergency or with the prior consent of your supervisor or director. Personal cell phones are strictly prohibited during work hours except when you are on a break and not responsible for the supervision of children. If you will need to be contacted by a family member or friend in the event of an emergency, you should inform the individual(s) to contact the child care center directly. Violation of this policy may result in disciplinary action up to and including termination.

Smoking

The Education Team strives to provide you with a safe and healthy work environment. We are committed to providing you with a smoke-free workplace. Smoking inside any building owned, leased, rented or otherwise used by the Company and/or the child care centers we serve is strictly prohibited. Your supervisor can inform you of the areas where it is permissible to smoke. Smoking outside any building owned, leased, rented or otherwise used by the Company or the child care centers we serve is strictly prohibited within ten (10) feet of the exterior entrance and/or in the presence of children. Violation of this policy may result in disciplinary action up to and including termination.

Workplace Violence

The Education Team does not tolerate violence in the workplace. Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, intentionally damaging property and threatening or talking of engaging in these activities. We also strictly prohibit the possession of weapons by any employee while on property owned, leased, rented or otherwise used by the Company and/or the child care centers we serve. Violation of this policy may result in disciplinary action up to and including termination.

You should report all acts of violence, including threats of violence, to your child care center's director, your personnel representative.

Drug-Free Workplace

The Education Team has established a drug-free workplace. All employees are strictly prohibited from engaging in the use, possession, sale, purchase, distribution, transport or being under the influence of illegal drugs, controlled substances or alcohol on the Company's property (including any building owned, leased, rented or otherwise used by the Company) or the child care centers we serve, or while otherwise engaged in Company business is strictly forbidden and may result in disciplinary action up to and including termination. No employee may use, possess, sell, transfer, transport or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen based products and legal drugs that have been prescribed to that employee, which are being used in the manner prescribed. Violation of this policy may result in disciplinary action up to and including termination.

In addition, all employees must report evidence of alcohol or drug abuse to their supervisor or personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must *immediately* report the suspected violation to their supervisor, director or personnel representative. Failure to report suspected violations of this policy may result in disciplinary action up to and including termination.

Any employee who exhibits inappropriate behavior that suggests the employee has consumed drugs and/or alcohol while working or on the Company's or child care center's property, or behavior affecting job performance (such as a frequent rate of accidents), may be subject to a test to determine whether this policy has been violated. Additionally, all applicants and employees may be subject to blood and/or urinalysis screening and other medically recognized tests designed to detect the presence of alcohol or controlled drugs. The taking of alcohol and/or drug tests is a condition of continued employment. You may be asked to undergo random, fitness for duty, return to work, and/or reasonable suspicion alcohol and drug testing. Refusal to take such tests when asked or a confirmed positive test result may lead to disciplinary action up to and including termination.



APPENDIX A

Employee Handbook Acknowledgement

This Employee Handbook has been prepared for your information and understanding of the policies, procedures, rules, guidelines and benefits of The Education Team (“the Company”). PLEASE READ IT CAREFULLY. Upon completion of your review of this Employee Handbook, please sign the statement below and return this Acknowledgement to your personnel representative.

By my signature below, I acknowledge that I have received and read a copy of The Education Team’s Employee Handbook and have either read it or have had it read to me. I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook. I understand this Employee Handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the policies, procedures, rules, and guidelines and expectations of the Company. I agree to abide by the Company’s policies, procedures, rules, and guidelines contained in the Employee Handbook. I understand that all references to policies, procedures, rules, and guidelines are only discretionary and that the Company reserves the right to modify unilaterally this Employee Handbook at any time, with or without notice. I understand that the Employee Handbook is not a contract of employment and that it does not guarantee of employment for any specific duration. I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL.

Employee Name (Please Print)

Date

Employee’s Signature



APPENDIX B

Child Discipline Policy and Acknowledgement

The goal of discipline is to help children see the value of behaving in a productive way. Of course, this is a time consuming task. However, it is important to remain realistic about the behavior expectations of each child. The developmental stage of each child must be taken into consideration. At The Education Team, we believe in encouraging positive behaviors by allowing the child to have choices of activities, material, and equipment—this provides the child with a feeling of control over his/her environment so that conflicts with others can be avoided; and by assisting the child with developing verbal communication skills—this enables the child to resolve conflicts with words rather than inappropriate behaviors such as biting, hitting, or kicking. If a child is experiencing difficulty controlling his/her behavior, the child should be redirected to another play area in order to prevent escalation of the situation. If the behavior continues, the child should be removed from the play area and be provided with personal time away from the group in order to regain control of his/her behavior. Each individual child determines the limits for his/her personal time—the child may return to the group when he/she is ready. If the behavior continues, you should immediately inform the child’s parent, Lead Teacher, Assistant Director or Director and request direction as to the appropriate response.

As a child care professional, you are expected to know right and wrong and appropriate versus inappropriate forms of child discipline. All discipline must be age appropriate and constructive. Children shall not be subjected to discipline, which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or potty privileges. Spanking or any other form of physical punishment is prohibited. Excessive roughness, grabbing of limbs, shaking, or pinching of cheeks is not allowed. In the event that you have a child who attends the same child care center where you are working, you are strictly prohibited from physically disciplining your child anywhere on the child care center’s property, including the bathroom and parking lot. You are also expected to comply with the child care center’s child discipline policy and practices. **Failure to comply with this policy and/or the child care center’s child discipline policy may result in disciplinary action up to and including termination.** By my signature below, I acknowledge that I have read and understand the Child Discipline Policy and agree to perform my duties in conformance with this policy and the child care center’s child discipline policy and practices.

Employee Name (Please Print)

Date

Employee’s Signature



APPENDIX C

Protection of Confidential Information Policy and Acknowledgement

During the course of their employment, all employees of The Education Team will receive confidential, private and/or privileged Company information. This information may come from various sources (for example, other employees, clients, co-workers, vendors, children and their parents, medical care providers and governmental agencies) and may concern any number of issues (including technical, business or financial information). All employees are required to maintain such Company information in strict confidence.

There will also be times when our employees will receive sensitive and/or confidential information concerning children and their families (for example, their attendance at the child care center, financial circumstances, family problems, health issues, and/or their behavior and conduct). Everyone must take responsibility for protecting the privacy of our children and their families. Any sensitive and/or confidential information regarding children and their families should not be discussed with individuals, inside or outside of the workplace, who are not authorized to receive such information. Social and casual conversations with other staff, parents and children are under no circumstances to include individual personal opinions and statements concerning workplace business.

Failure to comply with this policy may result in disciplinary action up to and including termination. By my signature below, I acknowledge that I have read and understand the Protection of Confidential Information Policy and agree to perform my duties in conformance with this policy.

Employee Name (Please Print)

Date

Employee's Signature



APPENDIX D

Drug-Free Workplace Policy and Acknowledgement

The Education Team has established a drug-free workplace. All employees are strictly prohibited from engaging in the use, possession, sale, purchase, distribution, transport or being under the influence of illegal drugs, controlled substances or alcohol on the Company's property (including any building owned, leased, rented or otherwise used by the Company) or the child care centers we serve, or while otherwise engaged in Company business is strictly forbidden and may result in disciplinary action up to and including termination. No employee may use, possess, sell, transfer, transport or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen based products and legal drugs that have been prescribed to that employee, which are being used in the manner prescribed. Violation of this policy may result in disciplinary action up to and including termination. In addition, all employees must report evidence of alcohol or drug abuse to their supervisor or personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must *immediately* report the suspected violation to their supervisor, director or personnel representative. Failure to report suspected violations of this policy may result in disciplinary action up to and including termination.

Any employee who exhibits inappropriate behavior that suggests the employee has consumed drugs and/or alcohol while working or on the Company's or child care center's property, or behavior affecting job performance (such as a frequent rate of accidents), may be subject to a test to determine whether this policy has been violated. Additionally, all applicants and employees may be subject to blood and/or urinalysis screening and other medically recognized tests designed to detect the presence of alcohol or controlled drugs. The taking of alcohol and/or drug tests is a condition of continued employment. You may be asked to undergo random, fitness for duty, return to work, and/or reasonable suspicion alcohol and drug testing. Refusal to take such tests when asked or a confirmed positive test result may lead to disciplinary action up to and including termination.

Failure to comply with this policy may result in disciplinary action up to and including termination. By my signature below, I acknowledge that I have read and understand the Drug-Free Workplace Policy and agree to abide by this policy.

Employee Name (Please Print)

Date

Employee's Signature



APPENDIX E

Substitute Teachers Policy and Acknowledgement

The Education Team employs substitute teachers to support our family of child care centers. All substitute teachers must, after accepting an assignment, report to the Center's Director and present your background screening information and time sheet. You are not authorized to begin work without submitting this information. A copy will be faxed to you, if requested. You are expected to complete all work related to the teaching day. This work includes but is not limited to the following:

- Carry out the lesson plan provided by the regular teacher
- Assume attendance responsibilities normally required by the regular teacher
- Complete all reports normally required of the regular teacher

Substitute teachers must also:

- Never eat or drink in the classroom
- Demonstrate flexibility, dedication, and an ability to adjust in stressful situations
- Be ready and willing to works as needed and when requested
- **NEVER LEAVE STUDENTS UNATTENDED!!**

If you have questions about any of the above or any other responsibilities, information may be obtained from the Center's Director or your Personnel Representative.

Professional Ethics

We depend on the integrity of each substitute teacher in preserving confidential information pertaining to students, parents, staff and other center-related matters. Please maintain such confidential information in strict confidence. You are also required to refrain from making adverse comments about the regular teacher. You must also avoid discussions about the center's policies, procedures, practices, students, and teachers, while you are working at another center. If you have concerns regarding these matters, please contact your Center's Director or your Personnel Representative.

Student Discipline

In the absence of the regular teacher, the substitute teacher has the primary responsibility for discipline in the classroom. Should disciplinary issues occur, you should obtain the assistance of the Center's Director. Additional information concerning The Education Team's Child Discipline Policy is set forth in the Team Handbook.

Emergency Procedures

You are required to be familiar with the Center's facilities and emergency procedures. You must take a few minutes to familiarize yourself with these procedures. If the information can not be

located, please ask the Center's Director for a copy. Fire drill exit procedures are posted near the door of each classroom at the Center. If you and the students are away from the classroom when the fire alarm sounds, you must immediately leave the building through the nearest exit and proceed to a location that is a safe distance from away from the building.

Student Safety

Substitute teachers are responsible for ensuring the safety of the students under their charge. If a student appears to be ill or hurt, you must immediately inform the Center's Director.

Dress Code

Substitute teachers are expected to maintain a professional, clean and neat appearance at all times. Dress should be business casual and appropriate to your work situation. However, under no circumstances, will you be permitted to wear inappropriate attire, which includes, but is not limited to, the following: open shoes, low-waist cut pants, bare midriff shirts, short shorts, exposed undergarments, and shirts with inappropriate language or images.

Smoking, Alcohol and Illegal Drugs

Smoking inside the Center's building is strictly prohibited. Smoking outside the building is strictly prohibited within ten (10) feet of the exterior entrance to the building and/or in the presence of children. Please check with your Center's Director regarding designated smoking areas. In addition, the use of or being under the influence of illegal drugs, controlled substances or alcohol while on the Center's property is strictly prohibited.

Cell Phone Use

Cell phones are strictly prohibited during working hours. Cell phones may be used when you are on break and not responsible for the supervision of children. Never use your cell phone while supervising children. When using your cell phone, please be respectful of others by keeping your conversation private and quiet.

Reporting Suspected Child Abuse and Neglect

If you suspect or receive information that a student may be an abused or neglected, you must immediately report the information to your Center's Director and Florida Department of Children and Families (**Florida Abuse Hotline: 1-900-96-ABUSE**).

Team Member Handbook

You must read the policies Against Discrimination and Harassment and the Workplace Rules and Policies, and agree to conform your conduct in accordance with these policies at all times.

By my signature below, I acknowledge that I have read and understand the Substitution Teachers Policy and agree to perform my duties in conformance with this policy and those set forth in the Team Member Handbook concerning nondiscrimination, anti-harassment, and workplace rules and policies.

Employee Name (Please Print)

Date

Employee's Signature