

# Employee Handbook

## Message Us!



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# Welcome to HUMBLD HEARTS CHILD DEVELOPMENT CENTER (CDC)

## “Where Children Are Likely To Live Up To What You Believe Of Them”

It is our Goal to make each parent feel completely at ease when they leave their children in our care. As an employee of HUMBLD HEARTS CDC, you will be expected to exemplify excellence and quality of service and care at all times. By following the employee policy and procedures outlined in this handbook, you will meet and exceed the standards set forth by childcare licensing. This handbook is to provide you with information about our policies, procedures, rules, and present benefits. If this does NOT answer your questions with complete clarity, please feel free to ask the Director/Owner for assistance with any issues.

## At Will Employment

This handbook is prepared to provide you with information and guidelines. It is NOT a contract of employment between HUMBLD HEARTS CDC and you, as the employee. Since Wisconsin is an at-will employment state, you are NOT under contract for employment. Thus, employment with HUMBLD HEARTS CDC is NOT for a definite term. The center or you may terminate employment at any time, for any reason, or for NO reason at all.

## Statement of Policy

HUMBLD HEARTS CDC strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, and or training on the basis of; qualifications with our regard to race, age, handicapping condition, color, creed, sex and or national origin. HUMBLD HEARTS CDC guarantees fair treatment of all employees. This center strives to maintain a work environment in which all staff members are free from harassment and expressly prohibits any form of unlawful harassment of employees and or co-workers on race, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or the presence of a handicap or disability. However, all employees must be physically able to safely care and supervise young children.

## Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HUMBLD HEARTS CDC will be based on merit, qualifications and ability.



## Punishment of Children

We are by state law limited to "time out" ONLY as punishment of children. Any physical pain on a child as means of controlling behavior will NOT be tolerated at HUMBLD HEARTS CDC. \*You will be immediately terminated and charges will be filed against you

## Child Abuse Prevention Policy

The mission of HUMBLD HEARTS CDC is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that, this policy seeks to assure that our center is continually working towards providing an environment safe from physical and sexual abuse for those participating and receiving childcare services. All employees should have a good open line of communication with parents of the children enrolled. We operate with an open-door policy at all times.

## Reporting Neglect and Abuse

All employees must report all actual or suspected child abuse of any child attending the center as soon as possible to the Director/Owner or persons in charge. WISCONSIN Law requires ALL abuse calls to be reported to 414-220-7233. NOTE: Employers are prohibited from retaliating against caregivers who make reports in good faith.

## Employee Status

Full-Time employees will work a 35+ hour per week schedule. Anything less is considered a Part-Time employee.



## Staff Schedule

Each classroom has 1-2 staff members. Each staff member has a different schedule to accommodate the room needs for arrival and departure of children.

## Clocking In and Out

In order for your work time to be accurate, you are responsible for clocking in & out daily using ON SITE MANUAL TIMECLOCK. This is the most effective way to document your work time. All employees are required to sign in and out when they come and go from the center. Failure to clock in and out may result in a delay of payment of wages. Drivers are the only staff allowed to clock in with Procure. Staff members are considered late after 7 mins of scheduled start time. If you are habitual in tardy punches, you will be issued a warning and could face disciplinary action.



## Staff Meetings

ONE SATURDAY OF EVERY MONTH, UNLESS A TEAM OUTING IS PLANNED, THESE MEETING ARE MANDATORY AND ARE PAID. The date, location and time will be provided by the Program Director in a timely fashion.

## Attendance Policy

Employees are expected to be present for work with ZERO absences during training. During the probationary period staff are expected to arrive on time every day as this is a critical time to learn your job duties. Please be advised of the following limits to call ins as in employee:

1. MORE THAN 1 EMERGENCY CALL IN DURING THE 90 PROBATIONARY PERIOD IS GROUNDS FOR INSTANT DISMISSAL AND YOU WILL HAVE TO REAPPLY IN 30 DAYS. AFTER THE PROBATIONARY PERIOD, MORE THAN
2. CALL INS PER MONTH IS GROUNDS FOR DISCIPLINARY ACTION AND POSSIBLE DISMISSAL FROM POSITION.

## Outside Employment

If HUMBLD HEARTS CDC determines that an employee's outside work interferes with their performance and ability to meet requirements of this center, the employee may be asked to terminate the outside employment if he or she wishes to remain with HUMBLD HEARTS CDC.

## Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morals of all employees and affect the image of HUMBLD HEARTS CDC . ALL employees should wear the following: HUMBLD HEARTS CDC POLO SHIRT MON- THUR T-shirt ON FRIDAYS. COMFORTABLE PANTS/SHORT NOTHING ABOVE THE KNEES. Close toe shoes are a MUST. NO OPEN TOE shoes will be permitted during working hours of operation at HUMBLD HEARTS CDC.

## Drugs, Firearms and Alcohol

The use of drugs, consumption of alcohol and carrying weapons (as determined by law enforcement) are prohibited on the center premises at all times.







## Positive Disciplinary Action

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally will make mistakes and need guidance for optimal performances of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed.

\*Written warning, written improvement plan, administrative leave without pay, and or termination.

## Jewelry

Should be conservative. Long chain necklaces or pendants should not be worn. Earrings should be small, conservative to prevent children from grabbing and pulling loose.

## Piercing

Large piercings are NOT acceptable at HUMBLD HEARTS CDC. Any piercing that is noticeable will be asked to be removed. We are in a business to care for children and we must maintain a professional appearance.

**NOTE:** Employees that report to work in-inappropriately dressed will be sent home and directed to return when they can follow HUMBLD HEARTS CDC'S dress policy. Consult Director if you have any questions.

## Performance Demeanor

Demeanor involves your manner and your non-verbal/verbal tone and gestures. At HUMBLD HEARTS CDC each caregiver/teacher must be conscious of their emotional undertone that they are exuding.

Four characteristics to Maintaining a Professional Demeanor:

- Pleasant smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

**NOTE:** All employees at HUMBLD HEARTS CDC will greet each parent and child with a smile to let them know that you are truly happy to care for their child.



## Performance Evaluation

Each employee is on a 90-day probationary period from their date of hire. You can be terminated during this time without JUST CAUSE and NO UNEMPLOYMENT benefits will be offered to you. Each employee of HUMBLD HEARTS CDC will be evaluated during their first year of service. Other Evaluations will be under the discretion of the Owner/Director.

## Visitors

No visitors are ALLOWED behind the secure doors.

## Staff Guest

No guests are ALLOWED behind the secure doors.

## Paychecks

Paychecks will be distributed every OTHER Friday. If you choose direct deposit, it will be deposited into your account on Friday morning OR WHENEVER YOUR BANK RELEASES FUNDS

## Pay Deductions

The law requires employee's compensation. We must deduct Social Security, and Federal Taxes required by the State of Wisconsin.

## Childcare

Employees can bring their children to daycare, only if there are slots available and approval has been granted by the Program Administrator. SAME RATES APPLY.

\*This benefit is based on availability ONLY by the Owner/Director.





## Compensation/Benefits

Employees salary pay is based on position in which they obtain, prior experience, and education held in regards to the respective position. Every employee will have a 90-day evaluation period where the Program Director and Administrators evaluate their performance and then annually thereafter. Each employee's wages will be competitive and based solely off these guidelines. Below are the other benefits and perks offered to all employees.



## Paid Vacations

Vacation is earned after a year of service. Vacations are paid to employees that work a minimum of 40 hours per week. Anything less is considered part-time. No VACATION will be paid to

### PART- TIME EMPLOYEES.

- 1 - 3 years of service = 1 TO 2 weeks paid vacation
- 3 - 5 years of service = 2 TO 3 weeks paid vacation
- 5 - 10 years of service = 4 weeks paid vacation

## Benefits

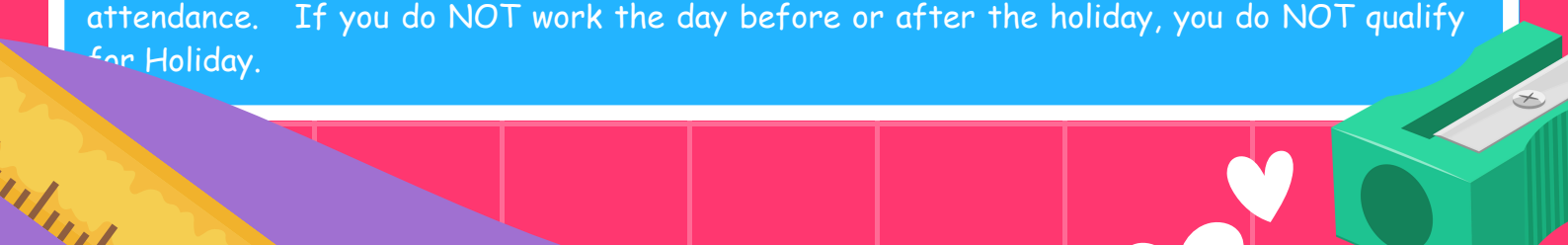
HUMBLED HEARTS OFFERS AFLAC INSURANCE PREMIUMS WHICH IS A SECONDARY INSURANCE PAID BY THE EMPLOYEE SEE THE DIRECTOR FOR MORE INFORMATION, PAID PROFESSIONAL DEVELOPMENT DAYS OFF, EMPLOYEE ATTENDANCE BONUSES, TEAM BUILDING OUTINGS ETC

PTO/PAID TIME OFF: This is a benefit available after successful completion of your 90day probationary period offered to FULLTIME employees at 4 hours off per completion of 80 hours per pay period.



## Paid Holidays

A holiday list published at the beginning of each year. All employee's that are Full-Time (40) hours per week will be paid for these days after their probationary period. Employees can request time-off WITHOUT pay but it will be based on availability of all staff member attendance. If you do NOT work the day before or after the holiday, you do NOT qualify for Holiday.





## Use Of Telephone and Computer System

These items are restricted for Daycare use only!!! Using these items for personal use is a violation of HUMBLD HEARTS CDC policies and could result in immediate termination. (SEE TECHNOLOGY POLICY)

PROCARE: HUMBLD HEARTS USES AN ELECTRONIC SERVICE TO COMMUNICATE WITH ALL PARENTS AND STAFF, PLEASE ALWAYS READ MESSAGES FROM PROGRAM DIRECTOR/ADMIN AND IN CLASS THE SAME HOLDS TRUE WITH UPDATING STUDENTS STATUSES DAILY. EACH CHILD IS REQUIRED TO HAVE 3 PICTURES AT MINIMUM SENT HOME WEEKLY.

## Solicitations of Goods

It is against employee policy to solicit to employees the sale of goods/services. IF YOU HAVE SERVICES YOU PROVIDE OUTSIDE OF HUMBLD HEARTS PLEASE SEE THE DIRECTOR BEFORE SOLICITING STAFF.

## Meals

Employees of HUMBLD HEARTS CDC are welcome to enjoy the lunch that is served to the children daily, at no COST to you. You must sit with the children during meal times as well as enjoying the food prepared by our onsite cook. You will be awarded a 1/2 hour per day lunch break with your 8 hour shift.

NO hot drinks or FOOD is allowed in the classroom. Food brought from home may not be eaten in the presence of the children. Please consume all personal meals on your lunch break.

## Conclusion

HUMBLD HEARTS CDC believes that any working parent should be able to feel 100% confident that their child's safety, health, and emotional well-being are given top priority by the people chosen to care for their children when they are not present. We here at HUMBLD HEARTS CDC are honored to have the privilege of caring for their children. It is our belief that all children should receive excellent educational opportunities in a fun filled challenging environment.

These policies are reviewed a minimum of every two years and updated as necessary.



## EMPLOYMENT HANDBOOK ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Humbled Hearts CDC. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Director/Owner.

I, \_\_\_\_\_, have received and read a copy of the HUMBLD HEARTS CDC Handbook which outlines the goals, policies, benefits, and expectations of HUMBLD HEARTS CDC as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook provided to me by Humbled Heart CDC. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of HUMBLD HEARTS CDC.

I understand that the HUMBLD HEARTS CDC Employee Handbook is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

