

INTRODUCTION

Welcome to The Gift of Kids, Inc. We operate three different licensed programs; child daycare, infant center and school aged. Whether you are a new or current employee, this Employee Handbook is designed to familiarize you with our Company's policies, practices, and benefits.

The Company reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this Guide or in any other document, except for the policy of at-will employment. Nothing in this Guide or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

This Employee Handbook has been written to complement the values we place on open communication, teamwork, innovation, and excellence. However, certain aspects of the guide may appear too formal to you. This is necessary due to the legal requirements that the Company must follow.

THE GIFT OF KIDS ~ WHERE LEARNING AND LOVE GO HAND AND HAND

OUR PHILOSOPHY

Our number one priority is putting the needs of the children first. We believe in open communication. We work with and listen to our families to create a happy environment where kids can feel comfortable and loved. We are dedicated to providing high-quality programs taught by educated teachers in a fun, nurturing, safe, and clean environment. Connect with The Gift Of Kids today and find out why we have been rated the #1 Preschool in El Dorado Hills.

OUR GOAL

At The Gift Of Kids, our goal is to provide high-quality education for our children. We make sure that our high-quality curriculum provides the information each child needs. With our advanced learning programs, our kids enjoy studying & playing all at the same time.

YOUR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The gift of Kids, Inc. is an equal opportunity employer and makes employment decisions on the basis of merit. We comply with all applicable laws prohibiting employment discrimination. It is our policy to prohibit unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming), marital status, registered domestic partner status, age, national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical conditions), genetic information, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state, or local laws. We also prohibit unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the Company, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation should contact the facility director. Applicants or employees who require an accommodation of a religious belief or practice should also contact the facility director.

If you believe you have been subjected to any form of unlawful discrimination, provide a verbal or written complaint to your immediate supervisor or the facility director. The Company will undertake a thorough investigation and attempt to resolve the situation. If we determine that unlawful discrimination has occurred, appropriate action will be taken. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers. Any supervisor / manager who is made aware of a complaint of discrimination and fails to act will be subject to corrective action, which may include termination.

NON-HARASSMENT

We are committed to providing a work environment free of unlawful harassment or other disrespectful or otherwise unprofessional conduct. Company policy prohibits conduct that is disrespectful and/or unprofessional, as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress or grooming practices), color, gender (including gender identity and gender expression), national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, or any other basis protected by federal, state or local law. All such conduct violates company policy. This includes harassment or other disrespectful and/or unprofessional conduct based on the perception that a person possesses any of these characteristics, or is associated with a person who possesses, or is perceived as possessing, any of these characteristics.

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors, and any other persons. Applicants, employees, unpaid interns, volunteers, and independent contractors are all protected from harassment.

Prohibited harassment and other disrespectful / unprofessional conduct include, but are not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, invitations, or comments;

Visual conduct such as derogatory and/or sexually oriented posters, photography, e-mails, text messages, social network posts, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;

Threats and/or demands to submit to sexual requests in order for an employee to keep their job, or to avoid some other loss, and offers of employment benefits in return for sexual favors;

Retaliation for having reported or threatened to report harassment;

Communication via electronic media of any type that includes conduct prohibited by law or Company policy.

Company policy also expressly prohibits abusive conduct in the workplace. Such conduct may or may not fit the definition of harassment but is clearly not respectful or professional. Abusive conduct has been defined as the conduct of an employer or employee in the

workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct, as defined, may include:

Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets;

Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or

The gratuitous sabotage or undermining of a person's work performance.

Violations of this policy will not be tolerated. Anyone engaging in such activity is acting beyond the scope of any authority they may have from the Company. Any supervisor who is made aware of a complaint of harassment or other disrespectful / unprofessional conduct and fails to act will be subject to corrective action, which may include termination.

If you feel that you have experienced or witnessed harassment or other prohibited conduct, you are encouraged to first confront the individual (if you are comfortable doing so) and ask him or her to stop. The next step is to notify your immediate supervisor or the facility director, verbally or in writing. The Company encourages all employees to report any incidents of harassment or other prohibited conduct immediately so that complaints can be quickly resolved. Supervisors will refer all complaints involving harassment or other prohibited conduct to the facility director.

No employee should feel they must tolerate an inappropriate or uncomfortable situation. We will take your concerns seriously. Every complaint of harassment or other prohibited conduct that is reported will be investigated thoroughly, promptly, and in as confidential a manner as possible. If an investigation determines that inappropriate and/or unlawful harassment or other prohibited conduct has occurred, the Company will take specific action that is in line with the severity of the offense. Any employee determined by the Company to be responsible for harassment or other prohibited conduct will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment or other prohibited conduct.

The Company will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any representative of the organization. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

In addition to the internal process described above, persons subjected to discrimination or harassment, including sexual harassment, have the right to contact and file a complaint with the California Department of Fair Employment and Housing (DFEH) or the federal Equal Employment Opportunity Commission (EEOC). These agencies investigate claims of discrimination and harassment, act as neutral fact finders, and attempt to help the parties resolve disputes. For more information, employees may contact the DFEH at 800-884-1684 or the EEOC at 800-669-4000 or go to the nearest agency office.

AT-WILL EMPLOYMENT

Your employment with The Gift of Kids, Inc. is at-will. That means that either you or the Company may end the employment relationship at any time, with or without cause or prior notice. Only Jennifer Tommasini has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if they are in writing and signed by the Jennifer Tommasini and the employee.

EMPLOYMENT CATEGORIES

Each Company employee is classified into one of the following employment categories at the time of hire to insure proper application of our policies and benefits:

A Regular Full-time employee is one who works a regular weekly schedule of 35 or more hours per week. Full-time employees are eligible to participate in various benefit programs as described in the Benefits Section of this Employee Handbook.

A Regular Part-time employee is one who works a regular or variable weekly schedule of less than 35 hours per week. Part-time employees are generally not eligible for benefits, except those required by law.

A Temporary/Seasonal employee is one who is hired for a limited period, generally 2 months or less. Temporary assignments can be extended, at management's discretion. Temporary employees are generally not eligible for benefits, except those required by law.

POSITION CLASSIFICATIONS

All Company positions are classified as exempt or non-exempt, based on federal and state law. Exempt employees are those who work in an executive, administrative, supervisory, or professional position of a type excluded or exempted from overtime and other provisions of the federal Fair Labor Standards Act (FLSA) and/or California law. Exempt employees are paid a salary, regardless of actual hours worked. Non-exempt employees qualify for overtime pay and other wage and hour provisions under FLSA and/or state law and are paid for actual hours worked.

INTRODUCTORY PERIOD

As a new employee, you will be placed on a 90-day introductory period. During this period, you will have the opportunity to determine whether you are comfortable with your position, and your supervisor will determine your qualifications and suitability for continued employment. At the completion of the introductory period, you will receive written and verbal feedback about your performance. At this time, you may also become a regular employee as defined under our policies. We may extend your introductory period if it is interrupted by unforeseen circumstances or for further evaluation. Successful completion of the introductory period does not change the "at-will" status of your employment. You are considered to be "at will" both during and after the introductory period.

JOB DUTIES

Your supervisor will explain your job responsibilities and performance expectations. However, the Company reserves the right to alter or change job responsibilities, reassign, or transfer positions, and/or assign additional responsibilities. For example, you may be asked to work on special projects or to assist with other work. Your cooperation and assistance in performing such work is expected and appreciated.

WORK SCHEDULES AND HOURS

Our regular work hours are from 6:30 a.m. to 6 p.m., Monday through Friday. However, employee work hours can be changed at any time, at management's discretion. Your specific work schedule will be communicated to you.

The Company offers an approved alternative workweek schedule of 4 ten-hour days with 3 days off.

The Company closes the school 12 days a year in lieu of formal holidays. The closure schedule changes each year however you can find the current scheduled closure dates on the Company website www.thegiftofkids.net.

ATTENDANCE AND PUNCTUALITY

As a Company employee, you are expected to be punctual and regular in your attendance. If you are unable to report for work as scheduled, please call the facility director, as early as possible, on each day of absence and/or tardiness.

ATTENDANCE AND PUNCTUALITY ARE CRITICAL IN A LICENSED CHILD CARE SETTING. AS YOU KNOW THE STATE REQUIRES THAT THE FACILITY MEET CERTAIN RATIOS OF CARE AT ALL TIMES. IF YOU ARE ABSENT OR LATE THIS WILL AFFECT THE COMPANY'S ABILITY TO MEET ITS RATIO OBLIGATIONS. ATTENDANCE AND PUNCTUALITY ARE ESSENTIAL FUNCTIONS OF YOUR JOB.

Excessive or abusive absences or tardiness will not be tolerated and will result in corrective action up to and including termination of employment (within legal restrictions). If you fail to report for work without notification for a period of three days, we will consider you to have voluntarily resigned (unless the absence is protected by law).

TIME-KEEPING REQUIREMENTS

All non-exempt employees are required to record their time worked on a timecard or electronic timekeeping system on a daily basis. This includes documentation of the start and end of each workday, as well as meal periods.

Please note that employees are not allowed to work "off the clock." Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to Jennifer Tommasini.

Any additional written marks or changes on your time records must be initialed by your supervisor. Any errors in your time record, including forgetting to record an entry, must be reported immediately to your supervisor. Recording another employee's time, allowing another employee to record your time, altering a time record, or making a false entry on a time record will not be tolerated, and may lead to corrective action up to and including termination of employment.

OVERTIME

Non-exempt employees may be required to work overtime. All overtime work must be approved in advance by the Facility Director. For purposes of calculating overtime eligibility, only actual hours worked in a given workday or workweek will be counted. The workweek begins at 12:01 a.m. Sunday morning and ends at 12 midnight the following Saturday.

The Company provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. For employees who work a regular 8-hour day 5 days a week all hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. Time and a half will be paid for hours worked beyond eight in a workday and/or 40 in a workweek, and for the first eight hours worked on the seventh consecutive day worked in a workweek. Double-time will be paid for hours worked beyond twelve in a workday, and beyond eight hours on the seventh consecutive day worked in a workweek.

Employees who work an alternative workweek schedule consisting of 4 ten-hour days and exceed the 10-hour per day limitation are entitled to overtime pay at a rate of no less than one-and-one-half times their regular rate of pay for all time worked between 10 and 12 hours, and at twice the regular rate of pay for any hours worked in excess of 12.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

MEAL AND REST PERIODS

Meal and rest periods are provided to non-exempt employees, per legal requirements. Two ten-minute rest periods, on Company time, are provided during an eight-hour workday. **BREAKS MAY NOT BE TAKEN IN ANOTHER CLASSROOM. IT IS TOO DISRUPTIVE TO THE CLASS.**

All non-exempt employees must also be provided a meal break of at least 30 minutes during any shift over five hours (unless six hours of work will complete the day's work and you voluntarily elect to forego the meal period). Due to operational requirements, employees in

certain classifications may be asked to sign an on-duty meal agreement. If you agree to an on-duty meal agreement you will be given written instructions regarding the on-duty meal arrangements at that time.

The Company cannot waive or modify rest periods or meal breaks to allow employees to come in late or leave early so please do not ask.

The Company strives to support a family-friendly workplace and will follow all legal requirements regarding the provision of break time for nursing mothers.

PAYMENT OF WAGES

Employees are paid bi-monthly, on the first day of the month for time worked through 6th day to the 21st day of the last month and on the 15th for time worked from the 22nd day of the last month through the 5th day of the current month. If a regular payday falls on a weekend or holiday, you will be paid the previous workday. You have the option of signing up for direct deposit of your pay.

The Company will make certain deductions from your pay, as required by law. We comply with FLSA and other legal requirements regarding your pay and deductions. If you observe an error on your check (including any improper deductions), please report it immediately to the facility Director.

Garnishments and wage assignments are legal liens against an employee's earnings to satisfy unpaid debts or judgments. We are required by law to deduct the specific amount from an employee's pay and forward that amount to the creditor making the assignment. We will advise you if we receive such a notification regarding your pay.

If the Company terminates an individual's employment, all wages and accrued vacation earned but unpaid will be paid on the termination date. An employee who resigns and provides at least 72 hours' notice to the Company will be paid all wages and accrued vacation on the last date of employment. An employee who resigns with less than 72 hours' notice will receive their final and vacation pay no later than 72 hours after notice is given.

PERFORMANCE EVALUATIONS

Your supervisor will work with you to establish your goals and objectives. It is also important that you be aware of your progress in performing your job duties. Therefore, you will be provided with regular, ongoing feedback. In addition, the Company will attempt provide you with a formal performance evaluation, on an annual or bi-annual basis.

Positive performance feedback does not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance.

PERSONNEL RECORDS

The Company maintains a personnel file on each employee. You (or a designated representative) have the right to review your file in the presence of the facility Director or the Director's designee, with reasonable notice. Notify the director in writing if you would like to do so. You also have the right to review your payroll records. All requests for file reviews and/or copies will be handled per legal requirements.

If you have any personal changes, such as address, telephone number, marital status, emergency numbers, driver's license status, or changes in the number of your dependents, please inform the Facility Director in writing as soon as possible. This will allow us to ensure that our records and your benefits are up to date.

We will attempt to keep your personnel file private. However, there are certain times when information may be given to persons outside of the Company.

EMPLOYEE REFERENCES

All requests for employee references should be referred to the Facility Director.

OPEN COMMUNICATIONS

If you have a problem, suggestion or question regarding your job or working conditions, we encourage you to voice your concerns openly and directly to your supervisor. Experience has shown that when employees deal directly with their supervisor, communication can be clear and overall morale can be positive. However, if you feel that the situation has not been resolved, you may wish to bring the issue to the Facility Director. This procedure, which we believe is important for both you and the Company, cannot result in every problem being resolved to your satisfaction. However, the Company values your input, and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

RESIGNATION

As an at-will employee, you may resign at any time. However, you are asked to provide at least two weeks advance written notice to the Facility Director, if possible, if you plan to resign. This allows us to process your final paycheck, update your personnel records, and plan for your possible replacement. All Company-owned property (e.g., keys, key cards, electronic devices, parent lists, children's information, teacher contacts, curriculum, pricing and tuition schedules, vendor lists, etc.) must be returned at the time of separation.

YOUR BENEFITS

BENEFIT PLANS

We are pleased to offer employees a variety of benefits. Our policy is to provide meaningful benefits for the protection and well-being of eligible employees. However, because business conditions and affordability change over time, we reserve the right to modify or discontinue any benefits currently provided.

SICK LEAVE

All employees are eligible for three days (24 hours) of paid sick leave per year, which will be allocated on the first of each calendar year for immediate use in minimum increments of one hour. For new hires, the three days will be allocated immediately upon employment and will be available for use beginning on the 90th day of employment.

Sick leave may be used for the diagnosis, care or treatment of an existing health condition or preventative care for the employee or an employee's family member. For purposes of this policy, 'family member' is defined as the employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. Employees who are victims of domestic violence, sexual assault or stalking may also use sick leave to seek aid, treatment, or related assistance.

Employees can request sick leave with an oral and/or written request. If the leave is foreseeable (e.g., a planned medical appointment) reasonable advance notice must be provided.

Sick leave does not accrue, and unused sick leave does not carry over from year to year. Terminating employees will not be paid for unused sick time.

LEAVES OF ABSENCE

Employees can request leaves of absence for medical (including pregnancy/childbirth related – see additional details below), military, or personal reasons. All requests should be made to the Facility Director, with as much advance notice as possible. All leave of absence requests will be considered at the Facility Director's discretion on a case-by-case basis and will be handled in accordance with applicable legal requirements.

PREGNANCY DISABILITY LEAVE

Pregnancy disability laws in California govern leaves taken because of pregnancy, childbirth, and related medical conditions. Any employee anticipating or needing a pregnancy disability leave of absence should contact the Facility Director for additional information about their rights under this law. All requests for pregnancy disability leave must be accompanied by a physician's statement indicating the last day you can work, and the expected duration of your leave. In addition, a written physician's release is required before you can return to

work. Duration of the leave will be determined by the advice of your physician, up to a maximum of four months.

During pregnancy disability leave the employee can use any available vacation, sick leave or PTO, at the employee's option. The remaining leave time will be unpaid.

Per legal requirements, employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of pregnancy disability leave (if such insurance were provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, employers can recover premiums paid (from the employee) if the employee fails to return following pregnancy disability leave.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, the employee will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if they had been continuously employed rather than on leave. If the employee on pregnancy disability leave would have been laid off had the employee not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

In some situations, an employee requesting pregnancy disability leave may also ask for a transfer to another less strenuous or less hazardous position. The request must be in writing and must state the reason for the transfer and be accompanied by a doctor's note. These requests will be handled per legal requirements, on a case-by-case basis.

JURY DUTY

We recognize an individual's civic duty with respect to serving on a jury and encourage you to serve when called. During such duty, you are expected to report to work during your normally scheduled workday whenever your presence in court is not required. Employees are required to provide as much advance notice as possible to the Facility Director, and also to provide documentation from the court. Non-exempt employees will not be paid when taking time off to serve on jury duty but may use available vacation/PTO time. Per legal requirements, exempt employees will receive their full weekly pay for any partial weeks worked while on jury duty.

OTHER LEGALLY REQUIRED TIME OFF

The Company will comply with all other laws requiring employee time away from work. This includes time off as appropriate for voting in a statewide election; serving as a volunteer firefighter; attending fire, law enforcement or emergency rescue training; joining a military

spouse on leave; attending certain school activities; serving on the civil air patrol; for leave necessary due to a domestic violence, sexual assault, or stalking situation; and for time off for victims (or family members of victims) of violent or serious felonies to attend related judicial proceedings.

The Company will also comply with legal requirements to provide paid leave for employees who are donating an organ or bone marrow. We will provide paid leave once the employee takes up to two weeks of accrued vacation or sick leave for organ donation (up to a total leave of 30 business days) or once the employee takes up to five days of accrued vacation or sick leave for a bone marrow donation (up to a total leave of five business days). If the employee does not have sufficient accrued vacation or sick leave available (or has no accrued time) we are legally obligated to provide additional paid leave to make up the difference.

WORKERS' COMPENSATION INSURANCE

The Company, in accordance with state law, provides insurance coverage for employees in case of work-related injury or illness. This coverage is provided by the Company at no cost to you and is effective immediately upon employment. Any job-related injury or illness must be reported immediately to the Facility Director.

STATE DISABILITY INSURANCE AND PAID FAMILY LEAVE

Employees are covered under the State of California's Disability Insurance Program, which provides payment to employees who become unable to work because of non-occupational illness or injury. Employees are also covered by the State's Paid Family Leave insurance benefit. This program provides payment for workers who take time off to care for a child, spouse, registered domestic partner, parent, parent-in-law, sibling, grandparent, or grandchild who is seriously ill and unable to care for themselves, or to bond with a new child. Please note that these programs do not require employers to provide leaves of absence; they simply reimburse a portion of lost wages if the time off is granted. Payments for both programs will be made in accordance with the current State policy. Employees receive copies of informational brochures for each program at the time of hire.

HEALTH INSURANCE AND OTHER BENEFITS

The Company may from time to time offer benefits such as health insurance, retirement, 401 k type plans, or other miscellaneous benefits. Any such benefits offered by the Company will be described separately in written benefit packets provided to each eligible employee. If you have any questions regarding benefits currently being offered in addition to those described herein, please ask Jennifer.

YOUR WORKPLACE

CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the Company, our suppliers, our customers, or your fellow employees.

ALL INFORMATION, FILES AND RECORDS (INCLUDING, BUT NOT LIMITED TO WRITTEN, PICTORAL, ELECTRONIC, CELL PHONE OR OTHER ELECTRONIC PICTURES, EMAIL ADDRESSES, PHONE NUMBERS NAMES AND ADDRESSES) REGARDING CHILDREN AND THEIR PARENTS/GUARDIANS/LEGAL REPRESENTATIVES IS CONFIDENTIAL AND MAY NOT BE RELEASED WITHOUT THE WRITTEN CONSENT OF THE FACILITY DIRECTOR. It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Any breach of this policy, during and after employment, will not be tolerated.

COMPANY PROPERTY; CONFIDENTIAL AND PERSONAL INFORMATION

The security of Company property is of vital importance to the Company. Company property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for the Company to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times.

I. Confidential and Personal Information

“Confidential Information” means all information, not generally known, belonging to, or otherwise relating to the business of the Company or its clients, customers, suppliers, vendors, affiliates, or partners, regardless of the media or manner in which it is stored or conveyed, that the Company has taken reasonable steps to protect from unauthorized use or disclosure.

Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information, and know-how; non-public intellectual property rights, including business plans and strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

“Personal Identification Information” includes individually identifiable information about employees, customers (parents/guardians and children), consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to the Company regarding an individual’s personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by the Company about

other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of the Company's business, protecting Confidential Information and Personal Identification Information is of vital concern to the Company. This information is one of the Company's most important assets. It enhances the Company's opportunities for future growth, and indirectly adds to the job security of all employees.

Failure to take reasonable measures to protect the Company's Confidential Information may jeopardize its status as a trade secret. While employed by the Company, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with the Company, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with the Company ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability.

Nothing in this Guideline limits any rights an employee may have to discuss terms, wages, and working conditions of employment, or disclose information about sexual harassment or other unlawful acts in the workplace, as protected by applicable law. Employees are permitted to disclose Confidential Information that they are required to disclose pursuant to judicial order or other legal mandate. Should such a circumstance arise, the employee agrees to give the Company prompt notice, prior to the deadline of the disclosure requirement, and to fully cooperate with any efforts by the Company to obtain and comply with any protective order imposed on such disclosure.

In addition, pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. If an employee files a lawsuit for retaliation by the Company for reporting a suspected violation of law, the employee may disclose the trade secret to the employee's attorney and use the trade secret information in the court proceeding, if the employee (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order. In the event that disclosure of Company trade secrets was not done in good faith pursuant to the above, the employee may be subject to substantial damages, including punitive damages and attorneys' fees.

II. Obligations on Employment Termination

On termination of employment, whether voluntary or involuntary, all tangible and intangible Company property must be returned to the Company immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or Personal Information, and any copies thereof. Also, the terminating employee must immediately notify the Company if the employee has Confidential Information or Personal

Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with the Company to identify all such Information and its location and help ensure it is retrieved and/or permanently deleted by the Company (or the Company's designated agent).

III. Security

To avoid loss of Company property, the Company maintains and promulgates security procedures, which include maintaining control of entrances, exits, restricted areas, document control, and record keeping. Specific procedures regarding the protection of Company property, traffic throughout the facilities, and designation of restricted areas are issued and posted on Company bulletin boards and on the Company's intranet. In addition, employees are expected to comply with Company policies regarding the authorized and secure use of the Company's computer technology, as described in the Company's Security Regulations and in the Technology Use and security guideline of this Handbook. Employees are expected to abide by all of the Company's security procedures.

Avoiding loss or theft of Confidential Information or Personal Identification Information is an important part of each employee's job. Accordingly, employees must observe good security practices. Employees are expected to keep Confidential Information secure from outside visitors and all other persons who do not have legitimate reason to see or use such information. Employees are not to remove Company property without authorization. Failure to adhere to Company policies regarding Confidential Information and Personal Identification Information will be considered grounds for dismissal.

Given the sensitivity of Confidential Information and Personal Identification Information, employees may only dispose of such information by secure methods approved by the Company. If an employee has any doubt or question about how to handle Confidential Information or Personal Identification Information, the employee should consult with the Company's Director. Employee acknowledges and agrees that the names and addresses of Employer's customers (parents/guardians and/or students) constitute trade secrets of Employer and that the sale or unauthorized use or disclosure of any of Employer's trade secrets obtained by Employee during Employee's employment with Employer constitutes unfair competition. Employee promises and agrees not to engage in any unfair competition with Employer.

CONFLICT OF INTEREST

A conflict of interest is defined as an involvement in outside interests which might conflict with your duty to the Company, or adversely affect your judgment in the performance of your work and responsibilities. You must avoid situations where your personal interests' conflict with, or appear to conflict with, the interests of the Company. It is also important that any outside employment does not cause a conflict of interest or otherwise interfere with your ability to do your job effectively. It is sometimes difficult to determine whether an actual conflict of interest exists. If you have a question, consult the Facility Director.

PERFORMANCE AND PROFESSIONAL CONDUCT

All employees are expected to exhibit professional conduct based on respect, honesty, teamwork, and a commitment to achieving our Company's mission. We will strive to keep you informed in the event that we feel your work performance or conduct is below standard. Where necessary, we may take appropriate corrective action, at the Company's discretion. ***Typically, the Company will give you a verbal warning, followed by a written warning and then a written corrective action plan. The company reserves the right to take disciplinary action, up to and including immediate termination, without going through any of these preliminary steps in its sole discretion. This section does not alter the Company's policy of at-will employment.***

Examples of prohibited conduct include the following. Other types of conduct injurious to security, personal safety, employee welfare and the Company's welfare are also prohibited.

Failure to comply with the law, and with Company policies, rules, and procedures.

Failure to comply with the Company's non-harassment policy.

Insubordination, including but not limited to failure or refusal to follow the orders or instructions of any supervisor, or the use of abusive or threatening language toward any supervisor.

Engaging in conduct that is inappropriate or unprofessional.

Physical fighting, threatening, intimidating, or acting in a discourteous manner to customers, suppliers, or fellow employees.

Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer.

Falsification of employment records, employment information or other Company records.

Unsatisfactory job performance and/or continued failure to properly carry out assigned tasks.

Working overtime without authorization or refusing to work assigned overtime.

Unauthorized use of Company equipment, time, materials, or facilities.

No employee shall inflict corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including, but not limited to interference with functions of daily living, including eating, sleeping or toileting; or withholding shelter, clothing, medication, or aids to physical functioning. Violation of any of these policies constitutes grounds for immediate termination.

Any form of discipline or punishment that violates a child's personal rights is not permitted regardless of authorized representative consent or authorization.

Violations of ratio. There shall be a ratio of one teacher visually observing and supervising no more than 12 children in attendance. The total number of children shall not exceed licensed capacity. The Company may use teacher aides in a teacher-child ratio of one teacher and one aide for every 15 children. A ratio of one fully qualified teacher and one aide for every 18 children is allowed if the aide has six semester units of early childhood education from an accredited college. The Director may be included in the teacher-child ratio when the Director is actually teaching a group of children. Company shall maintain an up-to-date list of qualified substitutes. A teacher should not perform housekeeping or maintenance duties which prevent him/her from performing duties related to providing care and supervision to children. Persons employed for clerical, housekeeping and maintenance functions are not included as teachers in the teacher-child ratio.

No child shall be left without the supervision of a teacher at any time. Supervision includes visual observation.

Smoking on Company premises, or while engaged in Company business or in a company vehicle.

Posting or otherwise publishing photographs of students, parents, staff, or any other Company related matter without the prior written consent of the Director.

Publicly publishing or posting false or misleading information or otherwise disparaging remarks regarding the Company or any of its students, parents, staff, vendors, or regulators while employed by the Company.

Eating or drinking (except for water) in any classroom, except on special occasions which have been approved in advance by the Director. Coffee and Tea are not allowed to be consumed in the classroom, these beverages may only be enjoyed during breaks and or meal periods or before or after class time. Food delivery services (such as DoorDash) are strictly prohibited.

HEALTH AND SAFETY

It is essential that all employees participate in creating a safe work environment for everyone. If you observe an unsafe condition or a work safety and health risk, you should correct the situation (if it is safe to do so), or immediately report it to the Facility Director. Every effort will be made to quickly correct unsafe or unhealthy conditions, work practices, or procedures. The Company has developed an Injury and Illness Prevention Program (IIPP) which is available in the main office.

Always follow all safety and training protocols provided by the Company from time to time, particularly when engaging in any strenuous activity such as heavy lifting, bending, stooping, climbing, and diaper changing.

If you suffer an injury during working hours, you are to seek appropriate first-aid treatment, and immediately report the injury to the Facility Director.

WORKPLACE SECURITY

The security of our facilities as well as the welfare of our employees requires that every individual be constantly aware of potential security risks. Please immediately notify the Facility Director of suspicious persons, or persons acting in a suspicious manner, in or around the facility, or when keys, materials, Company documents, or other items are lost or stolen.

Solicitation and Distribution of Literature

Please do not solicit or promote support for any cause or organization during your working hours, or during the working time of other employees. In addition, do not distribute or circulate any written or printed material in work areas at any time, or during your working time or during the working time of other employees. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

DRUGS AND ALCOHOL

We recognize the importance of maintaining a safe, drug-free, and healthy work environment for our employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

We absolutely prohibit any sale, purchase, transfer, or possession of alcohol or any illegal or non-prescribed drug by our employees at any time. In addition, being under the influence of any drug or alcoholic beverage on the job poses serious risks to employee health and safety and is prohibited in the workplace. If you are on a medically prescribed medication that may adversely affect your job performance, your safety, or the safety of your co-workers, it is your responsibility to advise the Facility Director of that fact before you report to work.

If you appear to be under the influence of drugs or alcohol, we reserve the right to ask or require you to submit to testing procedures designed to detect the presence of drugs and/or alcohol. If you violate this policy or do not cooperate with any requested test, you may be subject to corrective action, including termination.

EMPLOYER PROPERTY

All Company property must be used and maintained according to Company rules and regulations. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations. Please get authorization from the Facility Director before any personal use of Company property, or before any Company property is removed from the premises.

Please report to the Director any need for maintenance or signs of unusual wear and tear on Company furniture, furnishings, equipment, and property.

PERSONAL APPEARANCE

Objective

The Company strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Company may determine and enforce guidelines for workplace-appropriate attire and grooming; guidelines may limit natural or artificial scents that could be distracting or annoying to others, as well as tattoos and piercings.

Procedures

All Company staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Company.

Specific workplace attire and grooming guidelines will be communicated to staff members during new-hire orientation and evaluation periods. Any questions about the Company's guidelines for attire should be discussed with Jennifer.

Any staff member who does not meet the attire or grooming standards set by Company will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Specific requirements

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by Company.

At the discretion of the Company, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed, or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable accommodation of religious beliefs

Company recognizes the importance of individually held religious beliefs to persons within its workforce. Company will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resources department.

Casual or dress-down days

If Company adopts casual or dress-down days staff must use the following guidelines to define appropriate casual attire.

Appropriate	Inappropriate
<i>Slacks</i>	
<ul style="list-style-type: none"> • Khakis or corduroys • Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) • Skorts, capris 	<ul style="list-style-type: none"> • Sweatpants, leggings, exercise wear • Shorts, low-rise or hip-hugger pants or jeans
<i>Shirts</i>	
<ul style="list-style-type: none"> • Polo collar knit or golf shirts • Oxford shirts • Company logo wear • Short-sleeved blouses or shirts • Turtlenecks • Blazers or sport coats • Jackets or sweaters 	<ul style="list-style-type: none"> • Shirts with writing (other than company logo) • T-shirts or sweatshirts • Beachwear • Sleeveless blouses or shirts • Exercise wear • Crop tops, clothing showing midriffs, spaghetti straps
<i>Shoes</i>	
<ul style="list-style-type: none"> • Boating or deck shoes, moccasins • Casual, low-heel, open-back shoes (e.g., mules, sling backs) 	<ul style="list-style-type: none"> • Sandals, thongs, flip-flops, open-toe shoes • Athletic shoes, tennis shoes, Croc-like sandals

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate attire or with unacceptable hygiene problems, he or she may be required to go home, change into conforming attire, or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

SMOKING

For the better health of our employees and customers, and per legal requirements, we have established a smoke-free work environment. Smoking is not allowed on Company grounds. In addition, smoking is not permitted in Company vehicles, on customer premises or on field trips.

EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive on Company business must provide proof of a valid driver's license and adequate insurance coverage. The Company also reserves the right to obtain DMV driving records on an ongoing basis.

For the safety of our employees and others on the road, while you are driving on Company business you are encouraged to refrain from making or receiving calls on your cell phone. If it is necessary for you to use your phone while driving, you are required by law and Company policy to use a hands-free device. Text messaging, surfing the Internet, receiving, or responding to email are prohibited while driving.

USE OF ELECTRONIC MEDIA

The Company's computers, and electronic and voicemail systems, are generally to be used for conducting Company business only. However, some limited personal use is acceptable, generally during non-work time only (e.g., breaks and lunch).

Employees may not access a file, or retrieve or store communication, other than where authorized, unless there has been prior clearance by an authorized Company representative. In order to protect the integrity of the system, employees wishing to download programs or files, and/or to load personal or other external software onto Company equipment should first check with the Facility Director. All use of electronic media must follow applicable Company policies and legal requirements (e.g., regarding harassment), and must not put the Company at any risk.

The Company reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Company's email system at any time, with or without employee notice. This access may occur during or after working hours. The use of a Company-provided password or code does not restrict the Company's right to access electronic communications.

Our phone system should generally be used for business-related purposes only. To maintain the efficiency of our operation, please limit personal calls to as few occasions and as short a conversation as possible. Long-distance calls should generally be limited to emergency situations and should be made on your personal cell phone. Whenever possible, please make personal calls during your breaks.

Employees needing additional information regarding this policy should contact the Facility Director.

CELL PHONES

Our Company strives to provide a safe and secure environment for all our children without being negligent in our responsibilities. With this in mind, a cell phone can prevent us from doing our best job.

By using a cell phone on the playground or the classroom, you are not able to give your full attention to the children for which you were hired. Therefore, cell phones are not allowed at the workplace. Please let your friends or relatives know that you are on the job and are not being paid to converse with them during your working hours. Your cell phones should be left in your locker in the staff room.

Cell phones may not be used to text with parents, post pictures, or otherwise communicate with others while you are on duty.

Under no circumstances, except with the written approval of the Facility Director, may any employee ever take, post, or release photos of children in care. Doing so are grounds for immediate termination.

SOCIAL MEDIA POLICY

I. Statement of Policy

We understand that social media can be a fun and rewarding way to share one's life and opinions with family, friends, and co-workers around the world. The Company respects the right of employees to use social media as a medium of self-expression. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the Company has established these guidelines for appropriate use of social media. This policy applies to all employees who work for the Company. All employees need to follow these requirements when posting on social media.

II. Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in the Company's policies apply to employees' activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employee conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

A. Know and follow the rules

Employees should carefully read these guidelines and the Company's employment policies that address social media, including Company Property: Confidential and Personal Information Policy, the External Communications Policy, the Equal Employment Opportunity Policy, and the Policy Against Harassment, Discrimination, and Retaliation, and the policy prohibiting posting of any pictures of the Company Facilities, Staff, enrollees, parents visitors or vendors and ensure their postings are consistent with these policies. Inappropriate postings that may include pictures, discriminatory remarks, harassment, and/or threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination. Employees should not have an expectation of privacy with respect to information or communications that they post using the Company's computers or networks. The Company has the right to monitor all activity on its equipment and systems.

B. Exercise best judgment and discretion

Employees should always be fair to fellow employees and people who work on behalf of the Company. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with co-workers or by utilizing any of the Company's procedures for raising concerns or complaints (i.e., the Company's Open Door Policy or Procedure for Reporting Employee Complaints, or for concerns involving suspected harassment, discrimination or retaliation, by using the complaint reporting procedure described in the Policy Against Harassment, Discrimination, and Retaliation). Nevertheless, if employees decide to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, national origin, sex, disability, religion, or any other status protected by law or company policy. Employees are personally responsible for what they post, and the Company will not assume any liability for those statements.

C. Be honest, accurate and transparent

Employees should strive to remain honest and accurate when posting information or news, and if they make a mistake, they should be open about it and correct it quickly. This includes being open about any previous posts they have altered. The Internet archives almost everything; therefore, even removed, or deleted postings can be searched. Employees should never post any information or rumors that they know to be maliciously false about the Company, fellow employees or people working on behalf of the Company. When using social media, employees should comply with the site's terms of service, acceptable use policy and any other posted guidelines.

D. Post only appropriate and respectful content

Employees must maintain the privacy of the Company's non-public, proprietary information. Such information may include information regarding parents, guardians, students, co-workers, supervisors, vendors, teaching methodology, curriculum, fees, costs, tuition, discipline, and other information pertaining to the Company's processes. Employees are prohibited from posting internal reports, memoranda, policies, procedures, work product or attorney-client privileged communications or other internal, proprietary communications.

Employees should not create a link from their blog, website, or other social networking site to the Company's website without identifying themselves as a Company employee. In addition, they must use their best judgment and exercise discretion when linking to people on social media sites. Co-workers and members of the public may see employee connections and make judgments about them or their work.

Employees must not violate copyright, trade secret, fair use, privacy, libel and defamation, federal securities, and financial disclosure laws.

Employees should express only their personal opinions. They should never represent themselves as a spokesperson for the Company. Employees are not authorized to speak on behalf of the Company unless given specific prior written approval from the Company. If the Company is a subject of the content employees are creating, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Company, fellow employees or people working on behalf of the Company. If employees do publish a blog or post online related to the work they do or subjects associated with the Company, they should make it clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Company." Employees may not promote any of the Company's products or services without fully disclosing their relationship with the Company.

Employees should respect others in the online community. They should not use ethnic or racial slurs, or obscenity, and avoid personal attacks or threats.

Employees who travel internationally, should be careful to avoid making online comments that are openly critical or hostile of the countries to which they plan future travel (including the countries' governments, ruling parties, officials, and religious values), as some governments have criminal penalties for such online statements, including imprisonment.

E. Using social media at work

Employees should refrain from using social media while on work time unless it is work-related as authorized by their supervisor or consistent with the Company's policies. Also, employees may not use the Company's email addresses to register on social networks, blogs or other online tools utilized for personal use.

F. Retaliation is prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. Nothing in this policy is intended to discourage or prohibit Company employees from discussing wages, safety concerns, or terms and conditions of employment with other employees or third parties. This Policy will be administered in compliance with applicable laws and regulations.

G. Media contacts

Employees who are contacted by the media should not speak on the Company's behalf without contacting the Director and obtaining permission to speak. . All media inquiries should be directed to the Director.

H. Questions regarding this Social Media Policy

Employees with any questions or who need further guidance should contact the Director.

OUTSIDE EMPLOYMENT

Employee shall not engage in outside employment that interferes with any of the duties under this contract.

Employees may not baby-sit or accept any other related employment from any enrolled child's family.

The school is considered your primary employer and you are expected to maintain an acceptable level of performance. If outside employment causes this performance level to suffer, then disciplinary action up to and including discharge may become necessary. We ask you to think long and hard before accepting other employment obligations. You may not solicit any product or service to any parent during company time, nor use any confidential parent information to secure other employment.

COMPETITIVE ACTIVITIES

During the term of employment with Company Employee shall not, directly, or indirectly, either as an employee, employer, consultant, agent, principal, partner, stockholder, corporate officer, director, or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of the Company.

PROTECTED ACTIONS BY EMPLOYEES, NOTIFICATION OF RIGHTS

Pursuant to California Health & Safety Code Section 1596.881, as amended from time-to-time Company may not discharge, demote, or suspend, or threaten to discharge, demote, or suspend, or in any manner discriminate against any employee who takes any of the following actions:

- (a) Makes any good faith oral or written complaint of the violation of any licensing or other laws by the Employer to the State Department of Social Services or any other agency having statutory responsibility for enforcement of the law, or to the Employer or representative of the Employer.
- (b) Institutes, or causes to be instituted, any proceeding against the Employer in relation to the violation of any licensing or other laws.
- (c) Is, or will be, a witness or testify in a proceeding in relation to the violation of any licensing or other laws.
- (d) Refuses to perform work in violation of a licensing law or regulation, after notifying the Employer of the violation.

Employees shall be notified in writing at the time of employment of their rights under this chapter, as evidenced by their signature on a notification form outlining actions protected by this section. Forms to be utilized for this purpose shall be kept on file at the facility. "Other laws" for purposes of this section, includes, but is not limited to, laws relating to staff-child ratios, transportation of children, or child abuse.

GOOD HEALTH, PHYSICALLY AND MENTALLY CAPABLE OF PERFORMING ASSIGNED TASKS

All employees shall be in good health and shall be physically and mentally capable of performing assigned tasks. Good physical health shall be verified by a health screening, including a test for tuberculosis, performed by or under the supervision of a physician, not more than one year before nor seven days after employment.

CRIMINAL RECORD CLEARANCE

Prior to beginning work all employees shall obtain a California Criminal Records Clearance or a transfer of an existing valid Criminal Records Clearance or an Exemption, as well as a Child Abuse Central Index clearance.

REPORTING VIOLATIONS OF PERSONAL RIGHTS OF CHILDREN

All employees shall be informed of the provisions of the regulations setting forth the personal rights of children (Title 22, Section 101223) and the employee's duty to report observations or evidence of violations of those rights.

MANDATED REPORTER

Every employee of this facility is a mandated reporter under California Penal code Section 11165.7 (a) (10) regarding child abuse or neglect. The Company will provide you with training regarding your obligations as a mandated reporter. If you have any questions regarding mandated reporting, ask your Director.

TEACHER QUALIFICATIONS

A teacher shall have completed with passing grades a least six postsecondary semester units of specified early childhood education classes or have a valid Child Development Assistant permit issued by the California Commission on Teacher Credentialing. A teacher hired with six units must complete at least two additional units each semester until fully qualified. A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units specified shall include courses covering child growth and development; child, family, and community; and program/curriculum. A teacher shall complete 15 hours of health and safety training, if necessary, pursuant to Health and Safety code, Section 1596.866.

TEACHER AIDE QUALIFICATIONS

An aide must be 18 years of age, a high school graduate, or be currently participating in an occupational program at high school. An aide shall work only under the direct supervision of a teacher. An aide may escort or assist children in going to the bathroom and may supervise napping children without being under the direct supervision of a teacher.

KNOWLEDGE OF TITLE 22 REGULATIONS APPLICABLE TO LICENSED CHILDCARE FACILITIES:

Every employee who works for our Company has a duty to review and become familiar with the laws and regulations which apply to a licensed childcare facility in California, and which are enforced by the Community Care Licensing Division of the California Department of Social Services (CDSS). You should at all times interact professionally, courteously, and respectfully with any representative from the CDSS.

Applicable Title 22 regulations start with 22CCR101151. They may be accessed from the Community Care Licensing Division website:

(<https://www.cdss.ca.gov/inforesources/community-care-licensing>)

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received a copy of The Gift of Kids, Inc. Employee Handbook dated _____ 2021. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Guide, and that I may ask any questions regarding its contents. I also understand that this Guide supersedes all Company rules or policy statements on subjects covered herein or any other subjects relating to terms and conditions of my employment. I agree to abide by the policies set forth herein.

I acknowledge that The Gift of Kids, Inc. reserves the right to revise and deviate from any policies or portion of this Guide, except the "at-will" policy (unless in writing as noted below) as they feel it is necessary.

I understand that my employment at The gift of Kids, Inc. is "at-will", and that either the Company or I are free to terminate my employment at any time, with or without notice, with or without cause, for any reason or no reason at all. The "at-will" nature of my employment can only be modified in writing, and such written modification must be signed by me, and by Jennifer Tommasini.

I understand that the above describes the terms and conditions of my employment with The gift of Kids, Inc. I agree to abide by these terms and conditions.

Employee Name (Print)

Employee Signature

Date