



# **BABES'-N-TOTS CHILDCARE CENTER**

1911 N.6<sup>th</sup> St, Waco, TX 76708  
(254) 300-5646

## **Childcare Operation Staff Handbook**

### **(Personnel Policies & Responsibilities)**

#### **A. Our Center:**

- a. In business since 2016 / childcare capacity = 34
- b. Our mission is to ensure our children are safe, healthy, and learning. We believe this is are our #1 and reasonable services to our Parents
- c. Our purpose is to prepare our children for a successful transition to pre-k, start right where they are socially, emotionally, academically
- d. We offer professional development training so that our Teachers are successful in preparing our children to achieve and grow
- e. Engage our Parents in this process to provide a lifelong love of learning for our children
- f. Our Teachers are expected to:
  - i. Demonstrate competency, good judgment, & self-control in the presence of children at all times.
  - ii. Interact with our children, Parents, and other BNT's Staff with courtesy, respect, and patience.

#### **B. Texas School Ready(TSR):**

- a. Babe's-N-Tots Childcare Center has been successful in completing the 3-year TX School Ready Teacher training program designed to help children be better prepared for Pre-K (the "big school").
- b. This program provides Mentorship training and materials to support early childhood Teachers who care for and educate children.
- c. Participating teachers complete a comprehensive, 3-year training program focused on instructional practices and classroom environment.

#### **C. Texas Rising Star (TRS):**

- a. Babe's-N-Tots Childcare Center is a Texas Rising 3-Star quality rated facility.
- b. TRS is a voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program.
- c. Its purpose is to improve the overall quality of child care and early childhood education in the state of Texas, and it does so by defining standards for child care settings in five categories:
  - i. Director and Staff qualifications and training,
  - ii. Caregiver and child interactions,
  - iii. Curriculum,
  - iv. Nutrition and indoor/outdoor activities,
  - v. Parent involvement and education.
- d. Each of these categories has a specific purpose, including assessing and measuring childcare improvement and education within our Center.



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- e. TRS also provides ongoing mentorship in which an assigned Coach/Mentor works with our Teachers to help them execute the overall standards and guidelines of the TRS Program including: curriculum, developing and utilizing the lesson plans, classroom organization and management, but most importantly the interaction between our children and their Teacher, and Parent involvement.

#### **D. Classroom Management:**

##### **a. Teacher Planning Time:**

- i. Teachers are given planning time in the form of Saturday Soldiers in which they have the opportunity to flex their time during the work week, leave 2hrs early (up to 4 hours a month) and come in on Saturday in order to plan out their lessons and prepare classroom themes in a quiet environment.
- ii. Saturday Soldier planning is scheduled 2 Saturdays each month.

##### **b. Curriculum:**

- i. As a Texas Rising Star & Texas School Ready facility, the Frog Street Curriculum weekly lesson plans provide structure and create an atmosphere of intentional learning (teaching on purpose), engagement, participation, and sharing. .
- ii. The Center is open 2 times each month for Saturday Soldiers planning.
- iii. Weekly Lesson Plans are to be completed, turned, and/or uploaded into Brightwheel by end of the day on Thursdays for the upcoming week. Curriculum Director will work with each Teacher to ensure proper format, schedule of activities, etc. has been incorporated into classroom lesson plans.
- iv. Teachers will manage the classroom daily schedule and ensure lesson plans are followed

##### **c. Brightwheel Parent App:**

- i. Brightwheel is childcare management software app our Teachers use to communicate with our Parents each day
- ii. This app helps us automate our processes to comply with Licensing requirements for:
  - 1. Child check-in/check-out each day
  - 2. Daily Sheet Reports: log naps, meals, potty, classroom, and other activities.
  - 3. Record accident / illness incidents
  - 4. Parent messaging and emergency alerts to Parent cell phones.
  - 5. Parents can review their child's feed and daily activities any time throughout the day.



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#### **d. Child Supervision:**

- i. Ensure your children are supervised at all times! Children are not allowed to be outside of their classroom unsupervised, nor allowed to leave the classroom unsupervised.
- ii. **Always know your numbers!**
  1. Know how many children are in your classroom...know the age of your youngest and oldest child in your room. Headcount drills may be conducted throughout the day with each classroom since counts will change as children arrive and are picked up.
  2. **Count your children: 1) throughout the day in the classroom 2) before going outside, 3) before coming back inside, 4) after class gets inside building, 5) transitions to and from restroom!**

#### **e. Child's Personal Items:**

- i. Show care for children's personal items by storing coats, hats, etc. in their cubby upon arrival so their items will not go home with the wrong child or so BNT's doesn't have to replace them!
- ii. Child cubbies are to be kept neat: fold clothing/blankets, assess weekly and send items home that child has outgrown, or no longer needs.
- iii. Showing care for children's items really makes a big statement without saying anything!
- iv. **Note:** put hats and gloves inside coat/jacket sleeve to keep items together)

#### **f. Teacher Personal Items / Dress Code:**

- i. Proper uniform: Scrub tops, loose/comfortable bottoms your choice, shorts are allowed but only just above the knee, nothing at thigh level, no spandex or biker shorts.
- ii. Teacher personal items should be put away and kept out of reach of the children.
- iii. No visible signs of eating/drinking in classrooms while children are in class. This is a sanitation, health and pest control issue to help keep everyone healthy and safe.
- iv. Lunches (fulltime), and breaks (part-time) are provided for eating meals and snacks.
- v. Drinks are allowed:
  1. Bottled water, soda, juice, and must be kept out of site and out of reach of the children
  2. **No hot drinks;** warm drinks **must** be no hotter than a bottle of baby's milk @ 98<sup>o</sup> degrees
  3. All drinks must have lids
- vi. Please ask someone to cover your class for personal bathroom breaks, or other short absences from classroom.



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#### **E. Child Behavior Management:**

- a. Our children will always challenge Teachers as they learn independence, self-reliance, self-confidence. Challenging behavior may be assessed by:
  - i. Determining the cause of the specific behavior they are showing
  - ii. Helping them identify their emotion, acknowledging the emotion, and redirecting them towards a positive resolution
  - iii. If behavior is unacceptable (hurts others, destroys property), then the “safe place” is used to separate the child from the situation to help them calm themselves, and further discuss good choices and not so good choices.
  - iv. Always give a big GOOD JOB! / a big hi-five / a big hug / cheerful praises / etc., to acknowledge good behavior and/or when unacceptable behavior is corrected
  - v. ...be specific...Good job sharing your toys! Good job washing your hands! Thank you for giving me your cup! Thank you for sitting quietly! High-five for helping put all the Legos in the bag!
- b. Ensure that no child is abused, neglected, or mistreated while in the care of the center...see Discipline & Guidance Policy.
  - i. Immediately report suspected abuse, neglect to Director for follow-up to determine further reporting and/or actions.

#### **F. Accidents/Illness:**

- a. Accidents are inevitable in childcare as our babies learn to walk, run, fall, get back up, and even collide with a friend having fun during play! However,...
  - i. **It's important to understand that it's our job to know how a child got a scratch, bruise, etc. while in your care!**
  - ii. All Teachers must acquire Pediatric First Aide Training that provides the skills needed to administer minor first aid to small cuts, scrapes, bruises.
  - iii. Notify Director or Assistant Director when accidents occur, no matter how small.
  - iv. Brightwheel Parent App will be used to notify Parent of minor accidents, and document incident.
  - v. A phone call will be made to Parent based on the seriousness of the accident, and for any accident that requires outside medical attention.



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#### **G. Arrivals & Departures:**

- a. Parents will drop off and pick up their children each day at the front entrance and use the Brightwheel Parent App to sign their child's attendance in & out each day.
- b. **Drop-Off:**
  - i. Children are directed into the controlled area in the mornings, and end of the day (after 5:00pm) for Parent pickup.
  - ii. Please note that we are responsible for the children as long as they are inside the facility! The Parent becomes responsible upon their exit of the facility (front door)!
  - iii. **Upon arrival:**
    1. Parent is present:
      - a. Conduct daily health checks by taking child's temperature, inspecting children for bumps, bruises, bites, cuts and scrapes and ask Parent if they are aware of the "boo boo", and document incident into Brightwheel Health Check.
    2. Parent has left premises:
      - a. Inform Parent as soon as possible any "boo boo" missed while Parent was on premises, use class tablet to take photo and document into Brightwheel
      - b. In the event of an accident, or "any type" of minor scratch, bump, and/or bruises that happen while in our care, again, document incident in Brightwheel, including a picture of the "booboo"
      - c. Accident beyond minor first aid will require phone call to the Parent.
      - d. Notify Director and/or Assistant Director regarding **any accident** at the Center.
    3. Also, document in Brightwheel:
      - a. Inventory any supplies the Parent has provided for their child (i.e., count the # of diapers, cans of milk, packages of wipes, identify clothing items, etc.)
      - b. Special notes regarding feedings, early pick up for appointments, etc.
- c. **Pickup:**
  - i. Classroom Child Roosters list each student's name, age, Parent name/phone #, and only those authorized by the Parent to pick up their child.
  - ii. No child is to be released to **ANYONE** that is not identified on the Classroom Child Rooster!
  - iii. Those who are listed as authorized to pick up a child **MUST** show picture identification (i.e., driver license, TX ID), if BNT's Staff does not recognize the listed person.
  - iv. If person is on the list not recognized by Staff! Make copies of ID's when possible to place in child's file.



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v. Exception to Classroom Child Rooster Authorized Pickup List:

1. Parent may call and give authorization for someone not listed on child's Pickup list to pick-up their child due to an emergency situation for that day only.
2. Parent will provide person's proper name, relationship, time of pickup if known.
3. Parent will also document this authorization in Brightwheel
4. Teacher will make a copy of the person's picture ID that Parent has authorized to pick up their child that day only for placing in the child's file.
5. Parent may also make prior arrangements by sending message in Brightwheel and providing the information noted above.

- d. **Important: Child Protective Services (CPS) has the legal right to remove a child from our Center. However, they must have proper documentation before doing so! Notify Director immediately to coordinate this activity!**

#### **H. Training:**

- a. Annual Trainings will be completed online, in-person via meetings or virtual (zoom, webinars), usually on Saturdays.
- b. Trainings conducted outside work hours will be compensated, or your time flexed during the week to ensure your regular scheduled number work hours is met.
- c. Child Care Regulation (CCR) Licensing: Minimum Standards & Texas Rising Star:
- d. New hire Teachers must have:
  - i. 24hrs of pre-service childcare training, plus additional 6hrs are required by TX Rising Star (TRS)
  - ii. CPR/Pediatric First Aide
  - iii. Shaken Baby (SIDS), or Abusive Head Trauma
- e. Annual Training:
  - i. All Teachers are required to have 24hrs annual childcare training, plus additional 6hrs are required by TX Rising Star (TRS).
  - ii. TRS requires an additional 6hrs. of childcare training
- f. USDA Child And Adult Care Food Program (CACFP):
- g. Our CACFP Food Sponsor FP Assistance requires annual training in Meal Pattern/Meal Service & Civil Rights.
- h. This training is offered online via the FP Assistance CRISP system
- i. All BNT's Teachers are cross trained in order to provide care in any classroom that's needed.



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#### **I. Technology:**

##### **a. Cell Phones:**

- i. Our children are our #1 priority while at work, therefore, personal cell phones are to be kept put away. Personal calls, social media, internet browsing are not permitted during classroom time with the children!
- ii. In case of emergencies please direct family members to call main center #: (254) 300-5646.
- iii. Non-emergency texts/calls/other social media messages can be responded to during meal breaks, including before arriving for shifts, and after leaving at end of shift.

##### **b. Electronics:**

- i. Electronic equipment should only be used for teaching our children. Teachers are responsible for maintaining classroom equipment in good working order, and is responsible for damage that is determine to be the result of negligence. Downloading games, movies, etc. for personal entertainment is prohibited on BNT's equipment.

##### **c. Tablets are provided in each classroom to upload child pictures & daily routines, meals, health checks, incidents/accidents, etc. into the Brightwheel Parent App.**

- i. **Please do not use your personal cell phone to take pictures of the children! Use the tablet assigned to your classroom for class activity photos you want post to a child's Brightwheel feed for their Parent.**
- ii. Please notify Director/Assistant Director **before** posting pictures of incidents/accidents in Brightwheel.
- iii. General messages from Parents via Brightwheel (questions, concerns, appointments, alternate child pickups, etc.) are responded to: first thing in the morning before class, during children's nap time, or right before the end of your day. See Policy: "Brightwheel Script".
- iv. Our Parents are made aware during Enrollment Orientation that Teachers are taking care of children and will respond during those times. If situation is urgent then Parents have access to Director & Assistant Director cell numbers for communications during the day, or Parents can call main center # to speak with Director/Assistant Director.

#### **J. Social Media:**

- a. Do not post pictures, make comments, etc. of our children, Staff, Parents on ANY social media.
- b. Our social media and marketing posts are handled by Administrative Staff (Director, Assistant Director) utilizing our Babe's-N-Tots Facebook page, and/or website.
  - i. If you would like to share an activity or event via social media:
    1. Please notify Admin for approval
    2. Provide electronic copy of what you would like to include in the post.



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#### **K. Parent Baby Sitting Requests:**

- a. **It is strictly prohibited for Teachers accept Parent requests to care for our currently enrolled children outside of business hours.**
- b. **This is a strict conflict of interest and a potential liability for our Center.**
- c. **Violation of this directive will result in disciplinary action up to termination.**
- d. **Please direct any questions regarding this to BNT's Director.**

#### **L. Sanitation:**

- a. Cleaning: everyone is responsible for (Also see Classroom Cleaning Checklist):
  - i. Keeping classroom decluttered
  - ii. Spraying down toys, wiping surfaces each day with disinfectant spray
  - iii. Sanitizing/dipping toys on Fridays / mouth bucket toys sanitized & put back in service at end of each day,
  - iv. Blankets washed, folded, put back in each child's cubby each week
  - v. Completed Cleaning Checklists are to be turned in at the end of each month to the file slot next to the Teacher calendar.
- b. Everyone helps each other when needed,
  - i. At the beginning & end of each day as the children are dropped off & picked up.
  - ii. During morning snack, lunch, and supper meal service
  - iii. Share in cleanup after meals

#### **M. Safety:**

- a. We are a no smoking facility! We need to ensure the health of our children that have allergies, asthma, and other respiratory illnesses.
- b. Let's keep our children safe by parking on the other side of the tree away from the front of the facility so that Parents will not have to walk out in the street with the children to get to their vehicles.

#### **N. Personal Property**

- a. Babe's-N-Tots Childcare Center does not assume responsibility for any personal property located on its premises. Staff are to use their own discretion when choosing to bring personal property onto/into the facility. In addition, Staff may not bring or display within the facility any property that may be viewed as inappropriate or offensive to others, or violate legal laws.





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#### **O. Visitors:**

- a. COVID\_19 screenings will be conducted for all Visitors, including taking their temperature at the door. Temps at 99.1<sup>0</sup> - 100.4<sup>0</sup> degrees will not be allowed into the facility for everyone's safety at this time.
- b. All Visitors to facility MUST sign the Visitor Log and show proper identification (i.e., driver license, Dept. Family Protective Services badges (DFPS), Child Protective Services badge (CPS), Early Childhood Intervention (ECI), etc.)

#### **P. 90 Day Probationary Expectations:**

- a. Absences & Tardies:
  - i. No more than 3 unexcused absences/call-ins
  - ii. No more than 10 unexcused tardies
    1. 5 tardies = 1 unexcused absence
  - iii. After 3 absences with no prior arrangement/request for time off, and/or no medical or other verifiable excuse, written warnings will be issued, up to termination
  - iv. Failure to report that you will be absent for your shift is considered no-call/no-show. In the event of 2 no-call/no-show occurrences, is considered job abandonment and that you are no longer interested in working at our Center.
    1. **Important: You must call-in/text-in to the Assistant Director or Director, each day you are absent even if you are under a Doctor's care stating the set number of days you are expected to be absent.**
  - v. We understand that mornings can be hectic, however, it's important that you arrive to work on-time to keep our children on schedule, and prevent an undue burden on others.
  - vi. Repeated tardiness & absences due to verifiable medical reasons will be reviewed & discussed case by case.
- b. Classroom Management:
  - i. Lesson plan completed – Thursdays,
  - ii. Supply notification to Parents – Thursdays,
  - iii. Cleaning Checklists – end of the month
  - iv. Classroom Daily Schedule – followed daily
- c. Attitude:
  - i. Have a positive attitude with everyone!
  - ii. Be supportive wherever you can!
  - iii. Know you're not in this alone!
  - iv. Ask questions!
  - v. Love our babies!



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#### **Q. Hours of Operation:**

##### **a. Center Hours:**

- i. Monday – Friday,
- ii. 6:30am – 5:30pm;
- iii. Closed on weekends; Exception: monthly training meetings or Seminar.

#### **R. Schedules:**

- a. Shifts are scheduled within regular business hours: 6:30am – 5:30pm.
- b. However, trainings may be scheduled on Saturdays, or occasionally after regular business hours

##### **c. Full-time Shifts:**

- i. 7:30am – 4:30p; Lunch: 1-hour
- ii. 8:00am – 5:00pm - Lunch: 1-hour
- iii. 8:30am – 5:30pm - Lunch: 1-hour

##### **d. Part-time Shifts:**

- i. 7:00am – 1:00pm - Break: 30min
- ii. 11:00am – 3:00p. – Break: none
- iii. 12:30pm – 5:30pm - Break: 30min

##### **e. Breaks:**

- i. 30 minute breaks are given for shifts over 5hrs, but less than 6hrs.
- ii. 1-hour lunch breaks are given for shifts over 6 hrs.
- iii. Must work at least 2hrs before a break is given

##### **f. The hours for this position are:**

###### **i. Part-time:**

1. Hours: \_\_\_\_\_ to \_\_\_\_\_

2. Days: \_\_\_\_\_

###### **ii. Full-time:**

1. Hours: \_\_\_\_\_ to \_\_\_\_\_

2. Days: \_\_\_\_\_

**g. Pay Rate:** \$ \_\_\_\_\_ hr



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#### **S. Hourly Pay Rates:**

- a. Pay rates are based on experience and education. The following rate percentages will be added to pay rate after 90-day of satisfactory performance:
  - i. Full-time: Teachers w/higher Early Childhood Education Degrees: Child Development Degree (Associates/Bachelors): add 10% to starting pay rate
  - ii. Part-time: Teachers w/higher Early Childhood Education Degrees: Child Development Degree (Associates/Bachelors): add 5% to starting pay rate
  - iii. Full-time & Part-time: Teachers w/Child Development Associate (CDA) Certificate: add 5% to starting pay rate.
- b. During the first year of employment, and with satisfactory performance, increases may be achieved in % increments during the first year of employment until top of current pay scale has been reached.
  - i. 90 days (3mos) = 3.5%
  - ii. 180-days (6mos) = 3.5%;
  - iii. 1-yr = 3.5%
- c. Pay increases are reviewed annually, and are based on satisfactory annual performance reviews.

#### **T. Payroll:**

- a. Babe's-N-Tots uses ADP Payroll for payroll management
- b. Payroll is bi-weekly
- c. Direct Deposited into your account by ADP Payroll Service

#### **U. Benefits:**

##### **a. Hiring Offer:**

- i. Fingerprinting:
  1. BNT's will pay for the initial cost of fingerprints
  2. However if employment is less than 6mos, the cost of the fingerprinting will be deducted from Employee's last pay check to recover this cost.
- ii. CPR/Pediatric First Aide w/Rescue Breathing:
  1. BNT's will pay up front,
  2. However if employment is less than 6mos, the cost of the training will be from Employee's last pay check to recover this cost.

##### **b. After 90 days:**

- i. See Benefits Package for additional details
- ii. Paid Time Off (PTO) accruals are calculated and maintained in ADP Time & Attendance based on length of service, and # of hours worked. Examples below are based on 40hr work week.
  - a. Year 1 = 5-days accrual
  - b. Year 3 = 6-days
  - c. Year 4 = 7-days
  - d. Year 5 = 8-days,
  - e. Year 6 = 10-days



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- iii. Sick Time accruals are calculated and maintained in ADP Time & Attendance based on length of service, and # of hours worked. Examples below are based on 40hr work week.
  - a. Year 0-2 = 2-days accrual
  - b. Year 3 = 3-days
  - c. Year 4 = 4-days
  - d. Year 5 = 4-days,
  - e. Year 6 = 5-days
- iv. Paid major Holidays (9 total)
- v. Paid Training (paid Team meetings, 1-2 Staff Development days)
- vi. Punctuality Bonus (5% of hourly pay up to 8hrs, for each day of on-time arrival for shift)
- vii. Professional development assistance:
  - a. BNT's will pay for CDA training & Certificate with a commitment of 18 months of employment.
  - b. If employment separation takes place before 18 month anniversary date, then total CDA expenses will be deducted from final pay check to recover cost.

**\*\*Please sign the "Employee Acknowledgement of Policies & Responsibilities" form to acknowledge you have received and read the BNT's the General Personnel Policies & Responsibilities:**



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### **Employee Acknowledgement of Policies & Responsibilities**

I acknowledge that I have received and reviewed the Babe's-N-Tots Policies & Responsibilities. I understand and recognize that there may be changes to the information, policies, and benefits in the Policies & Responsibilities. I understand that Babe's-N-Tots Childcare Center may add new policies to the Policies & Responsibilities as well as replace, change, or cancel existing policies. I understand that I will be told about any Policies & Responsibilities changes and I understand that Policies & Responsibilities changes can only be authorized by Babe's-N-Tots Childcare Center Director and/or Owners.

I understand that I became an employee of Babe's-N-Tots Childcare Center voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Babe's-N-Tots Childcare Center may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the Employee Policies & Responsibilities. I further understand that I should consult the Babe's-N-Tots Childcare Center Administration Representatives regarding any questions I may have.

<b><u>Employee Printed Name:</u></b>	
<b><u>Employee Signature:</u></b>	<b><u>Date:</u></b>
<b><u>Employer Representative:</u></b>	<b><u>Date:</u></b>