Kid's Club Kids
Staff Handbook

I. Hiring:

A. Kid's Club Kids ("KCK") provides equal employment opportunities to all employees and applicants, without regard to unlawful considerations of or discrimination against race; religion; color; nationality; sex, including pregnancy, childbirth, or related medical conditions; sexual orientation; genetic information; age; physical or mental disability; or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment with the Company. All employees are expected to honor this policy and to take an active role in keeping unlawful harassment and discrimination out of the workplace.

B. KCK recognizes that South Dakota is an employment-at-will state, and the intent of KCK is to maintain that employment-at-will status. Therefore, unless otherwise defined in writing, such relationship shall be defined as "employment at will," where either party is free at any time to dissolve the relationship with or without reason or notice.

C. This handbook does not confer a contract for employment. The "at-will" employment exists regardless of any statements by the Executive Director, Assistant Director, Board, or other staff to the contrary and is consistent with South Dakota law. Nothing in this handbook is intended to alter the "at-will" terms of employment. This handbook does not create, nor is it intended to create, an employment contract or agreement of any sort. The "at-will" terms of employment may only be changed with the approval of the Executive Director and must be signed off by the Board.

D. The policies, procedures, rules, and benefits contained herein are subject to change without notice. This handbook is provided as a reference of present policies and not as a guarantee of employment or specific benefits.

E. The hiring of an executive director shall be a board decision.

F. The hiring of staff will be the duty of the executive director. An application for employment is required of each applicant. All applicants must submit at least one professional letter of reference. Following screening of references, applicants are interviewed by the director and/or board of directors.

G. Prior to hiring, all applicants are sent to the Central Registry Screening for reported abuse or neglect. The State of South Dakota does not allow a person with substantiated report of abuse/neglect to work in a child care program. See Appendix 1

H. Each new staff member is hired conditionally for a probation period of one month while performing the regular duties of the position.

I. A person is ineligible to work in a program if they:

1. Refuse to consent to a background check;
2. Knowingly make false statements in connection with the background check;
3. Registered or required to be registered on a state sex offender registry.

J. Newly hired staff will receive a packet consisting of:

l. Job Description.
2. Staff Handbook (a signed acknowledgement of receipt returned).
3. Child Abuse and Neglect form (to be completed and returned).
4. Central Registry form (to be completed and returned).
5. Parent Handbook.
6. School and playground rule.
7. I-9 and W-4 forms (to be completed and returned).

II. Job Requirements:

During the school year all staff will be required to participate in the following events with pay (unless absence approved by director):

l. Regular staff meetings.
2. Regular KCK staff training.
3. Full day KCK sessions, (in accordance with the school district calendar).
4. Early Release, first Wednesdays of the month.
5. All Kid's Club gatherings.

III. Timesheets/Pay Schedule (via PROCARE):

A. Non-exempt employees should accurately record the time they begin and end their work. Overtime work must always be approved before it is performed. All time sheets and adjustment forms are to be submitted to the Executive Director by the last day of the work week.

B. It is the responsibility of the employee to track working hours using a fingerprint time clock system. Under no circumstances is it permissible for an employee to alter another employee's time sheet. If this occurs through error, bring it to the Director's attention.

C. Changes, alterations, and notations will not be accepted by the Accountant unless they are approved by the Director. More than three time clock adjustments in one month may be subject to discipline.

D. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

E. KCK prohibits employees from working "off the clock." Any employee who is asked to work "off the clock" should report this conduct immediately to the lead building

staff or the Director. "Off the clock" is defined as performing work without recording the time worked and, therefore, not receiving compensation. If the employee has questions regarding what compensable work is, the employee should contact the Director or the Accountant.

F. Direct deposit will occur every other Friday. Should payday fall on a holiday, funds will be deposited the workday before.

G. Employees are responsible to review their pay stub information for errors every payday. Any mistakes must be reported it to the Director or Accountant immediately. The Director or Accountant will assist in taking the steps necessary to correct the error.

H. It is the employee's responsibility to report any change in address, phone number, name change, income tax withholding, in writing to the Executive Director.

IV. Staff Evaluations:

A. An evaluation of new employees may be conducted at the end of first month of probationary period and at the end of the school year.

B. Continuing staff may be evaluated once a year by the Executive Director and Assistant Director.

C. The Executive Director wages will be determined by the Board of Directors on an annual basis.

D. Evaluations should cover the following areas:

1. Fulfillment of job obligations as stated in Job Description.
2. Competence to care for children.
3. Using dependable and reliable work ethics daily.
4. Willingness to share the workload.
5. Prompt attendance.
6. Compliance with the objectives and goals of the program as stated in the policies.
7. Enthusiastic initiative in implementing the program.
8. Relationship with staff, parents, and children.

V. Job Descriptions:

Executive Director

a. Work collaboratively with Assistant Director, lead staff, support staff, and school staff to ensure quality of programming.
b. Represent Kid's Club Kids on local, state, and national boards as assigned.
c. Ensure state licensing guidelines are met.
d. Provide parent communication.
e. Bill accounts and receive payments for service.
f. Meet with school administration to communicate our partnerships on a regular basis.

g. Plan and host staff meetings and trainings for staff.
h. Plan/coordinate/produce the calendar of dates opened and closed; working closely with the school calendar.
i. Plan and implement the 10 week summer program.
j. Budget planning will be done yearly with support from the accountant and board of directors. Budget will be reviewed quarterly with the accountant at board of directors meetings.
k. Supervise and manage staff, including assigning work schedules, to maintain a 1:15 ratio.
l. Attend training opportunities provided by Kid's Club Kids or other outside agencies.
m. Complete required training hours for licensure, including CPR certification.
n. Plan and implement curriculum with staff.
o. Maintain all necessary legal and employee records.
p. Report to and work with the Board of Directors.
q. Oversee all monthly planning and snack calendar.
r. Recruit and schedule guests/presenters.
s. Grant writing and reporting.
t. Plan agenda and schedule board meetings.
u. Other duties assigned by the Board of Directors.

Assistant Director

a. Assist Executive Director including the following: record keeping, filing, renewal list for staff compliance, approve time off, work study.
b. Work collaboratively with the Executive Director, lead staff, support staff, and school personnel to ensure quality programming.
c. Manage support staff, to maintain a 1:15 ratio.
d. Attend training opportunities provided by Kid's Club Kids or other outside agencies.
e. Complete required training hours for child care licensure, including CPR certification.
f. Assist Executive Director with snack inventory and coordinate the snack schedules and distribution.
g. Maintain supply inventory.
h. Child allergy list updates and posted at each site for staff to view.
i. Other duties assigned.

Lead Staff

a. Assist in directing the daily operations of Kid's Club Kids after school program, including all duties of support staff.
b. Must be available to open or close Monday- Friday during summer program, close daily during school year.
c. On site point of contact for parents, co-teacher on class dojo.
d. Report immediately to the Executive Director any questionable concerns for children's safety.

e. Take daily attendance, contact parents if children are absent on their assigned days. Take appropriate steps to find children who do not show up.
f. Implement daily and weekly activities with guidance from Executive Director.
g. Assist site staff with discipline of children when needed.
h. Implement the daily program, assist site staff with activities as planned.
i. Follow snack calendars.
j. Inform the Executive Director of any purchase order requests with ample time to approve.
k. Perform other duties as assigned by the Executive Director.

Support Staff

a. Assist in directing the daily operations of the program.
b. Report immediately to lead staff and Executive Director any questionable concerns for children's safety.
c. Know attendance numbers throughout the day, and do attendance checks regularly.
d. Supervise and interact with children during enrichment activities, recreation, and choice time.
e. Create a safe environment for children. Supervise and ensure the safety of children at all times, being alert to the needs and/or problems of the children as individuals and as a group.
f. Assist with discipline of children where appropriate.
g. Assist with clean up procedures, for assigned areas.
h. Assist with parent pick up of children.
i. Demonstrate imagination and resourcefulness in working with students.
j. Complete required training hours for child care licensure, including CPR certification.
k. Implement daily activities as assigned by lead staff and Executive Director.
l. Decorate space, as allowed by school, with bulletin boards, pictures, children's artwork, holiday decorations, etc.
m. Prepare snacks and sit with children during snack time.
n. Keep school gyms, commons areas, classrooms, and storage rooms, neat and orderly and returned as originally were.
o. Interact with parents regularly in a professional and positive manner.
p. Perform other duties as assigned by the Executive Director and lead staff.

Accountant

a. Bi-weekly payroll and direct deposits.
b. Accounts payable.
c. Annual 990 forms.
d. Grant applications. (financial informational sections).
e. Balance checkbook.
f. Apprise Executive Director and Board of Directors with current financial reports.

g. Assist in creating an annual budget with the Executive Director.
h. Attend board meetings via in person or telephone and present quarterly budget reports.

VI. Discipline Procedures:

A. KCK endorses a policy of progressive discipline to give employees an opportunity to improve. When deemed appropriate by the executive director, the following disciplinary steps may be used in any order:

- Verbal Warning: form will be filled out, dated, signed by executive director which is placed in the employee's personnel file. Suggestions for improvement will be on form. See attached below at the end of the document.

- Written Warning: written improvement plan will be discussed, signed and dated by the executive director and employee. Original document will be placed in the employee's file and a copy of the document given to the employee.

If the employee satisfactorily completes the written improvement plan it will be discussed, signed by the executive director and employee; and put into the employee's personnel file. If the improvement plan is unsatisfactory, the director may terminate the employee.

- Additional disciplinary action, up to and including suspension or immediate termination.

KCK does retain the right to administer discipline in any manner and may, at the executive director's discretion, bypass any or all of the progressive discipline steps. This policy does not modify the employment-at-will relationship between employees and KCK.

B. Serious offenses may result in immediate dismissal. Examples may include:

a. Use or possession of weapons, tobacco, alcohol, or illegal drugs on site.
b. Being under the influence of alcohol or illegal drugs on site.
c. Excessive tardiness or repeated unexcused absences.
d. Falsifying hours.
e. Failure to report children safety concerns to direct supervisor.
f. Use of physical punishment of the children.
g. Repeated absence without advance notice.
h. Leaving work early without the explicit approval of direct supervisor.
i. Deliberate damage of materials or KCK property.
j. Use of abusive, threatening or profane language.

VII. Resignation:

A. As a professional courtesy to the non-profit organization, the employee will give at least one-week written notice to the Executive Director.

B. Upon ending employment, all items will need to be returned to the Executive Director, including the following; keys, cards, student materials, KCK passwords and logins, any KCK property.

VIII. Benefits:

The benefits that follow are those offered by KCK. Please refer to the necessary employee classification, as some or most of the benefits are afforded to the respective individual employee classification.

KCK reserves the right to amend or terminate any of its benefit programs with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of KCK's benefits programs, the Accountant will notify the eligible employees of all approved amendments or terminations, in accordance with the requirements of applicable federal law.

Please direct any questions regarding benefits to the Executive Director or Accountant.

A. SIMPLE IRA retirement. All employees that meet the minimum requirements may participate in KCK's SIMPLE IRA plan. Participation is offered after the first year of employment which must include 1000 hours of employment service, at the next available enrollment date. KCK may match up to 3% of an employee's contributions. Full details of the retirement plan can be obtained from the Executive Director or Accountant.

B. KCK Paid Time Off (PTO) Policy.

Paid Time Off (PTO) is provided to eligible employees to offer flexibility in managing time away from work. PTO may be used for vacation, personal or family illness, medical appointments, school-related activities, volunteerism, or other personal needs, with minimal management oversight.

Accrual and Annual Allowance

- Eligible full-time employees may receive up to 80 hours of PTO per year.
- Following the completion of the one-month probation period, PTO accrues bi-weekly and is added to the employee's balance with each paycheck.

Example Accrual Calculation

PTO is earned evenly throughout the year based on the number of pay periods (typically 26 per year). The accrual rate is calculated as follows:

80 hours per year ÷ 26 pay periods = 3.08 hours per pay period.

This ensures that by the end of the year, employees will have accrued their full PTO allowance.

PTO is calculated at the employee's regular pay rate, exclusive of overtime. PTO may not be used to put any employee into overtime.

Requesting PTO

- PTO requests must be submitted in writing at least one week in advance of the requested time off.

- Requests require approval from the Executive Director, who will consider workload and staffing needs before granting time off.

- PTO will only be approved for accrued time and not for future balances.

- In extreme circumstances, PTO may be approved in advance, resulting in a negative PTO balance, at the discretion of the Executive Director with approval of the Board of Directors.

    - If there is a negative PTO balance at the time of an employee's termination, the balance of the PTO wages will be subtracted from the employee's final paycheck(s) or other compensation, provided that employee's paycheck(s) may not be reduced below minimum wage requirements.

    - If the employee leaves employment with KCK for any reason while there is still a negative PTO balance, the employee shall reimburse KCK the full unpaid balance of the PTO wages within 30 days of the employee's final date of employment with KCK.

PTO Usage Deadline

All PTO must be used by December 31st of the year in which it was accrued.

- Employees may request to carry over unused PTO by submitting a written request by December 1st. If approved, the carried-over PTO must be used by March 31st of the following year.

- Any unused PTO beyond this deadline of March 31st will not carry over.

- Employees are not paid for unused PTO upon termination of employment. All unused PTO will be forfeited upon employment separation.

IX. Working Hours:

A. When in session, the program will follow the school calendar. Morning work hours are 6:30 – 7:50 AM. Early release days, first Wednesday of every month, 12:15-6:00 PM.

The afternoon program's regular days are 2:30 – 6:00 PM. Afternoon may be canceled due to a school early dismissal. Daily and weekly work schedules may be changed from time to time at the discretion of KCK to meet the varying conditions of the program. Changes in work schedules will be announced as far in advance as practical.

B. When the ratio of students in attendance drops below 1 to 15, staff will be released as instructed by the lead staff. The closing shift is over when the last child has

been picked up from the center, which could possibly be before or after 6:00 P.M. At this time, the Kid's Club area must be returned to school expectations.

C. Full day Kid's Club may be offered on school conference and in service days, with varying schedules each year. Employees will be given a yearly school and KCK calendar listing possible workdays including some holidays and possible full day Kid's Club days. Changes to the KCK calendar will be announced as far in advance as practical. The program will be closed on days that the school is dismissed due to inclement weather.

D. Employees may not engage in personal business activities while on duty, this includes personal phone usage, except as authorized by the Executive Director and Assistant Director. Such authorization may vary, and may be withheld for any reason at any time.

E. Employees may not use any of the facilities for anything but facility functions.

F. It is the employees' duty to arrange for work replacement should they not be able to cover their shift.

G. It is the employee's responsibility to notify the lead staff person and the Executive Director, in advance and in writing of any schedule changes. The employee may notify through text of schedule changes if it is a short notice. A return confirmation receipt of the message will be sent. Employees should provide written notice to lead staff and Executive Director at least two weeks prior to the shift if practicable. Failure to provide written notice in advance of schedule changes is grounds for discipline, up to and including termination.

X. Health Requirements:

A. Health Practices and Wellness. Employees are expected to model good hygiene practices for students, including handwashing and covering coughs/sneezes. Employees should follow school health guidelines regarding illness. Should a staff member have a communicable disease, please report it to the Executive Director.

B. Safety Policy. KCK is committed to providing and maintaining a healthy and safe work environment for all employees and students. Employees must inform the Lead Staff or Director in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Lead Staff and Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

a. In the case of accidents that result in injury to an employee, regardless of how insignificant the injury may appear, employees must immediately notify Lead Staff. A first report of injury must be completed and returned to the Executive

Director within 3 business days. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Upon notice of an accident, an investigation may be conducted by the Executive Director or Assistant Director and if done, shall be documented.

b. In the case of accidents that result in injury to a student, employees must notify Lead Staff after assisting the student. First aid supplies are available in designated locations. Minor injuries should be treated promptly, with documentation provided to the director. More serious injuries require immediate notification of the Executive Director and, if necessary, emergency services. Staff are required to follow bloodborne pathogen safety protocols and use personal protective equipment (PPE) as appropriate

C. Drug Free Workplace Policy.

Student and employee safety is a paramount concern to KCK. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students and to other employees. Therefore, KCK will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of alcohol and/or other drugs on school property or at a KCK event off school property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of KCK is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the Executive Director any criminal alcohol and/or drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the Executive Director no later than five (5) days after conviction. Should the affected employee be the Executive Director, she/he will report to the Board no later than the next regular meeting of the Board.

Compliance with this policy is a condition of employment. KCK will take appropriate disciplinary action following receipt of information concerning an alleged or proven violation(s) of this policy, which may include termination of employment, requiring the employee to participate in alcohol and/or drug abuse assistance or rehabilitation programs and possible referral for prosecution. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

KCK recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of service provider. Subject to applicable laws, seeking professional assistance will not be considered a guarantee of continued employment or reemployment with KCK.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs or medical marijuana, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a KCK activity under the influence of alcohol and/or an illegal drug or medical marijuana.

For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

1. The employee has a current and valid prescription for the drug or the drug is sold over-the-counter;

2. The drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;

3. The drug is used or possessed at the dosage prescribed or recommended; and

4. The drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to the Executive Director. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness, and also includes medical marijuana. Employees who use medical marijuana in connection with a disability should discuss with the Executive Director other means of accommodating the disability in the workplace, as KCK will not agree to allow an employee to use medical marijuana as an accommodation.

KCK hereby commits itself to a continuing good faith effort to maintain a drug-free work place.

XI. Dress Code:

A. Staff Dress

a. Personnel attire is expected to be professional and follow the school dress code.
b. Questions regarding appropriate dress should be referred to the Executive Director.
c. Staff should wear appropriate clothing for the weather, KCK follows the school districts guidelines for outdoor recess. Staff should model appropriate cold weather gear that students are required to wear.

B. Employee name tags are to be worn while on duty.

C. During outside recess duty, one staff member will be designated to wear a vest for student building access, this should be the only person letting children into the building.

XII. Kid's Clubs Kids Inservice and Seminars:

It is a State of South Dakota requirement to introduce all new employees to the program and its policies.

A. All staff is required annually to complete 10 hours of training.

B. Training activities related to but not limited to these topics:

a. Planning learning activities
b. Guidance and discipline
c. Communication and parent relations
d. Child abuse and neglect
e. Food / nutrition
f. Procedures in the event of a natural disaster or emergency
g. College course syllabus showing credits received for relevant topics

C. Each employee is required by the State of South Dakota to complete Orientation and Health and Safety Training. All employees must complete Level 1 (6 hours) of online training in the first 90 days of employment and Level 2 of online training by the end of fifth year of employment.

XIII. Confidentiality:

All matters at Kids Club Kids pertaining to the children, parents and other personnel affairs will be discussed only with parties concerned and appropriate staff members as needed. All information, oral, written, and observed is confidential.

Under the Family Educational Rights and Privacy Act (FERPA), all employees are responsible for safeguarding the privacy of student educational records. Employees may only access student records for legitimate educational purposes and must not disclose information without parental consent, except as permitted by law. Examples of protected information include academic records, attendance, and health and disciplinary records. Any requests for student records or information from outside parties must be directed to the Executive Director or Assistant Director.

Annual FERPA training is mandatory for all staff members who have access to student records. Violations of student data privacy policies may result in disciplinary action, up to and including termination.

XIV. Child Abuse/Neglect Mandated Reporting:

All staff members are considered mandated reporters of child abuse or neglect by South Dakota law. Any staff member suspecting that a child in the program may have been abused or neglected, must immediately report their concerns to the Executive Director, as required by law. Employees shall refrain from conducting any investigative questioning, but merely listen to the child. Document in writing on the official form of the child's statements. This written report is given to the Executive Director on the same day of the report to ensure appropriate actions are taken. If the Executive Director is not available, the report must be made to the Assistant Director.

The Executive Director, or if the unavailable the Assistant Director, must make an oral report immediately by calling the Division of Child Protection Services (CPS) or local law enforcement. CPS may be called at 877.244.0864. If reporting an emergency situation before 8

a.m., after 5 p.m., on the weekends, or during a holiday, please contact your local law enforcement.

If the employee has questions regarding what mandated reporting requirements or procedures, the employee should contact the Executive Director.

XV. Non-Discrimination, Anti-Harassment and Anti-Retaliation Policy

KCK is committed to providing a work environment free of unlawful discrimination. KCK strives to allow each individual the ability to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices including harassment. Therefore, KCK expects that all relationships among persons in the workplace will be business-like and free of unlawful bias, prejudice and harassment.

Equal Employment Opportunity

It is the policy of KCK to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; religion; sex, including childbirth, pregnancy or related medical conditions; sexual orientation; national origin; age; disability; or any other protected classification as established by federal, state, or local law. KCK prohibits and will not tolerate any such unlawful discrimination or harassment.

Definitions of Harassment:

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment may include a range of subtle to overt behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include but are not limited to unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, such as harassment not involving sexual conduct or language (i.e., male manager yells only at female employees and not males), may also constitute discrimination if it is severe and pervasive and directed at employees because of their sex.

Such conduct may constitute sexual harassment when it is unwelcome and: (i) submission to such conduct is made explicitly or implicitly a term or condition of employment; (ii) submission or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment on the Basis of any Other Protected Classification is Also Strictly Prohibited

Under this policy, harassment may include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, or any other protected classification as established by law and that: (i) creates an intimidating, hostile or offensive work environment; (ii) has the purpose of unreasonably

interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and display or circulation in the workplace of written or graphic material that shows hostility or aversion toward an individual or group (including through email).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, or by lead staff or a director.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation is Prohibited

KCK prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure (Reporting an Incident of Harassment, Discrimination or Retaliation)

KCK strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who have experienced conduct that they believe is contrary to KCK's policy or who have concerns about such matters should file their complaints with Executive Director, or if the Executive Director is the offender, the Board. Individuals should not feel obligated to file their complaints with the Executive Director first before bringing the matter to the attention of the Board.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, KCK urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. KCK will make every effort to stop alleged harassment but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Examples of responsive action include training, referral to counseling, monitoring of the offender, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, or temporary suspension with or without pay or termination, as KCK believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the Board.

Individuals who have questions or concerns about these policies should talk with the Executive Director or Assistant Director.

Finally, these policies should not and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected classification, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of KCK prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to compliment and further these policies, not to form the basis of an exception to them.

KCK is an equal opportunity employer who does not discriminate in employment opportunities or practices on the basis of race; color; religion; sex, including pregnancy, childbirth and related medical conditions; sexual orientation; national origin; age; disability; or any other characteristic protected by applicable law.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Executive Director, Assistant Director, or the Board. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

STAFF HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of Kid's Club Kids Staff Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; KCK or I can end the employment relationship at any time, with or without notice, and with or without cause.

2. I am not entitled to any particular sequence of disciplinary measures prior to termination.

3. With the exception of the at-will employment policy, this handbook may be modified at any time.

4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.

5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.

6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.

7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with the Executive Director.

_____

Signature

_____

Printed Name

_____

Date

Appendix 1

Offenses That Prohibit Individuals from Working in a Child Care Setting

South Dakota Codified Laws (SDCL) and Administrative Rules of South Dakota (ARSD) prohibit certain persons from becoming a licensed or registered child care provider if they have a conviction for the following offenses:

- a crime that would indicate harmful behavior toward children;
- a crime of violence as defined by SDCL 22-1-2;
- child abuse pursuant to chapter 26-10;
- a sex offense pursuant to chapter 22-22, 22-24A, or 22-22A-3;
- felony spousal abuse; felony physical assault or battery;
- within the preceding five years, and any other felony; or
- any person whose name appears on the central registry for child abuse and neglect. This includes similar statutes from other states.

No person whose name appears on the sex offender registry and no person whose name appears on the Central Registry for Child Abuse & Neglect may do care as a registered or unregistered family day care provider, or work in a licensed child care program.

Employee Warning Form

Employee's Name: _____

Date: _____

Manager/Supervisor's Name: _____

If previous discipline meeting occurred, enter date: _____

Reasons for Warning:

____ Absenteeism ____ Failure to follow procedure ____ Rudeness ____ Tardiness

____ Failure to meet performance ____ Policy violation ____ Fighting ____ Language

____ Other _____

Details of actions that warranted this warning:

_____

_____

_____

The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination:

_____

_____

_____

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

_____	_____	_____
Employee's Signature	Print Name	Date
_____	_____	_____
Supervisor's Signature	Print Name	Date