



Policies and Procedures Statement

Welcome to Peppermint Stick Preschool and Children's Center! As a qualified employee, you are considered a valuable part of our team. Our desire to provide superior service to our employees and customers is second to none. You will find our level of commitment to quality and employee and customer satisfaction to be unparalleled. Peppermint Stick will make every effort to match you with an appropriate assignment.

We ask that you read and sign the following policies and procedure statement. It is important that you understand that these policies and procedures apply to you as a qualified employee of peppermint Stick. These policies and procedures, however, do not constitute an employment contract and do not bestow any rights to employment or employment benefits upon you or any other person.

1. I am telephone accessible and I have reliable transportation.
2. I understand that any position that I accept can be terminated at any time, with or without cause. I understand that the wages I receive will be determined based upon the particular position and will be communicated to me by Peppermint Stick management.
3. Upon becoming an employee, all mandatory benefits such as Worker's Compensation insurance and matching FICA taxes will be paid by Peppermint Stick.
4. I agree to attend work regularly and arrive on time. If there is ever an emergency or I will be later than 10 minutes arriving at my job, I will notify the Director as soon as possible. I understand that for my convenience, the Director will take calls before and after hours and on weekends, and I should call and leave a message as soon as I become aware of any circumstances that will cause me to be late or absent for my job.
5. Peppermint Stick employees are encouraged to provide medical documentation when they are absent due to illness. Peppermint Stick reserves the right to request medical documentation as part of excusing an absence. Failure to provide proof of medical or personal emergency, when requested to do so by peppermint Stick, may be grounds for dismissal.
6. I understand that if I should have any unexcused incidents of tardiness or absence, Peppermint Stick may elect to terminate my employment
7. I understand that I must notify Peppermint Stick of address or telephone change in order to maintain proper communication.
8. I agree to fill out my time card by 12 noon on the Thursday of the second week of the pay period. Failure to fill out an approved time card may (will) result in a delay in payment of wages.

9. I will adhere to the safety rules and regulations set forth by the Lake County Health Department, DCFS, State and Local Fire Departments and Peppermint Stick.
10. I understand that if I fail to work without good cause, Peppermint Stick can assume that I have voluntarily quit.
11. I understand that after I have completed 90 days of continuous compensated employment with Peppermint Stick, I will be eligible to receive paid holidays; provided, I understand that I must work the day before or the day after each holiday in order to receive holiday pay.
12. I understand that I will be eligible for five (5) days off paid vacation after I have completed 1 year of continuous compensated service with Peppermint Stick.
13. I understand that I might be required to take a post-offer, pre-employment drug test. I understand that when on the job I may be subject to random drug tests or drug testing after an accident or injury.
14. I understand that during my orientation with Peppermint Stick I received a copy of the employee Handbook.
15. I understand that I am responsible to obtain 20 hours of continuing education/training in early childhood topics every year. It is also my responsibility to obtain a Gateways Registry Membership at <https://registry.ilgateways.com/> and maintain an up to date online Professional Development Record (PDR), including self-report trainings, and renewing your Registry Membership annually.
16. Termination – you shall give a minimum ten (10) days notice should you decide to terminate your position with Peppermint Stick. Upon termination, and to the extent permitted by applicable law, you acknowledge and agree that any amounts owed by you to Peppermint Stick will be deducted from any remaining wages owed to you and refunded to Peppermint Stick.

Signature

Date