

Cellular Phones

Staff members who bring personal cellular telephones or pagers to work with them are asked to turn them off so that incoming calls do not distract or disrupt your work with children or other adults. Employees may make personal calls using their own equipment during breaks or lunch periods and outside the working areas.

CONFIDENTIALITY OF VOICE MAIL AND ELECTRONIC MAIL

Employees use voice mail and electronic mail to communicate with others in the CEC and to receive messages when they are unavailable. Employees should be aware that voice mail and electronic mail messages are not private and are subject to review by the organization in order to conduct business or in the case of an investigation of unlawful activity or violations of Organization Policy.

SMOKING

Department of Social Services regulations prohibit smoking on child care center premises. People wishing to smoke on their break may walk off the premises to do so. We do ask that you be out of view of children playing outdoors in the yards. We appreciate your cooperation. Our neighbors also appreciate appropriate disposal of cigarettes, and we depend on good neighbor relations in the successful operation of the program.

DRUG-FREE WORKPLACE

The Child Educational Center has the responsibility and legal obligation to its employees, members, and the general public to provide a safe, healthy and secure working environment.

As a result, all staff members are expected to understand and comply with the following guidelines regarding the use of drugs or alcohol in the workplace. The CEC prohibits:

- the unlawful use, possession, distribution, sale, manufacture or transportation of a controlled substance on our premises or any facilities where programs are conducted;
- all staff members from being under the influence of drugs or alcohol while on the job. Exceptions for prescription medicines are made on a case-by-case basis;
- the unlawful use, possession, distribution, sale, manufacture or transportation of any legal prescription drug in an illegal manner;
- all employees and volunteers from reporting to work while impaired by the use of a legal drug whenever such impairment might substantially interfere with job performance or pose a threat to the employee's safety or the safety of others, or risk significant damage to the Child Educational Center's property.

Failure to follow the CEC's drug-free workplace policy may result in corrective action including mandatory participation in a drug rehabilitation program and termination, even for a first offense.

Substance Abuse Education and Treatment

The Child Educational Center offers regular training to supervisors to assist in identifying and addressing substance abuse on the job.

For employees who seek help in overcoming drug and alcohol abuse problems, the CEC offers the following rehabilitative assistance:

- Medical benefits for substance abuse treatment
- Information about community resources for treatment

An employee who voluntarily enters a substance abuse treatment program will not be penalized or discriminated against in any way by the agency for such participation. However, they may be required to submit to drug testing as a condition of continued employment while participating in the rehabilitation program and may be disciplined or terminated for any violations of this policy.

COMPUTER/INTERNET USE

The Child Educational Center provides Internet access to its employees to assist and facilitate business and program communications. These services are for legitimate business use only in the course of the employee's regularly assigned duties. All materials, information and software created, transmitted, downloaded or stored on the CEC's computers are the property of the CEC and may be accessed only by authorized personnel.

Employees may access the Internet for non-business use during meal times or other breaks so long as all other provisions of the policy are followed, and as long as the computers are not needed by other staff for work related business.

Prohibited Uses

Inappropriate Internet use includes transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading or distributing any sexually explicit material; transmitting any of the CEC's confidential or proprietary information, including client data or other materials covered by the CEC's confidentiality policy.

Monitoring

The CEC may monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality and the Internet itself is not secure.

Copyright Restrictions

Any software downloaded onto the CEC's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior, written permission from the Director of Administration is required before introducing any software into the CEC's computer system. Generally, an IT specialist who

services our computers performs this function. Employees may not download entertainment software, games or any other software unrelated to their work.

Communications

Only authorized employees may communicate on the Internet on behalf of the Child Educational Center. Employees may not express opinions or personal views that could be misunderstood as being those of the CEC's.

Violations

Any violation of this policy may result in loss of computer access and corrective action including termination.

ATTIRE AND PERSONAL HYGIENE

Appropriate dress and personal hygiene are important in successfully conveying a professional role, keeping in mind the need of children for a high level of engagement by teachers in the classroom. The CEC's approach could be termed "professional casual" and is described below.

In general, dress and demeanor are limited only by a sense of appropriateness and good taste. With that said, following are guidelines that we believe are consistent with general professionalism, accompanied by guidelines for being highly engaged with children and a full range of child-oriented activities:

- Clothing that is excessively revealing is not considered appropriate. This would include the stomach area. Undergarments should not be showing, including bra straps, underwear, and boxer shorts, and including when teachers are moving and bending.
- Clothing should be in good condition, free of worn holes.
- Clothing should be free of images which depict drug use, alcoholic beverages, are derogatory in nature, or images which may frighten children.
- Tattoos that can be seen must conform to guidelines described immediately above. Otherwise, they must be covered.
- Swimming attire is appropriate if staff are taking children swimming at a pool. One-piece bathing suits are considered most appropriate for women. Bathing attire is not considered appropriate in the classroom/yard environment.
- If teachers are engaged in water play activities with children (e.g. running through sprinklers), clothing should not reveal undergarments. Specifically, thin, white t-shirts would not be considered appropriate for running through sprinklers.

Dress and Effective Teaching in an Early Childhood or School-Age Child Care Environment

Effective teaching requires adults to participate actively with children, and to be "worthy playmates" as well as positive role models. In this professional role, casual dress that enables adults to be involved in children's play is most effective. Teachers should observe the following guidelines in addition to those above: