

Dear Applicant,

This letter shall serve as official notification of SOME of the policies and procedures of Childpros, Inc. You should not complete an application for employment if you do not or cannot agree to the policies and procedures listed below. Upon employment with Childpros, Inc., this agreement will become part of YOUR employee file and serve as the only form of notification of the information contained herein. By submitting this application, you are submitting it to be reviewed by a representative of any or all of the locations of Childpros, Inc. and authorize the transmission of information contained herein to be shared amongst authorized personnel at each location of Childpros, Inc.

If you should have any questions regarding this letter, please seek assistance from one of the office workers.

#### Locations

34058 Dorothy Lane (Watson)

31276 North Corbin Road (Walker)

27340 Walker South Road (Walker)

All companies listed above are co-owned by Wyatt Graves and Bonnie Graves.

#### **Company's Mission**

Our Company is committed to providing a safe, fun, and exciting place for children to grow and learn and for parents to have peace of mind when leaving their children in our care.

#### **Terms of Employment**

Employment at this company is entirely "at will." Nothing contained in this letter creates an implied or expressed contract of employment.

#### **Equal Employment Opportunity Policy**

It is Childpros, Inc.'s policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, religion, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, or any other category protected under state or local law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment.

Childpros, Inc. will take appropriate steps to provide reasonable accommodations, upon request, to qualified individuals with disabilities so long as doing so does not cause an undue hardship.

Childpros, Inc. will provide reasonable accommodations, upon request, to an employee's religious beliefs.

Violations of Childpros, Inc.'s EEO Policy will not be tolerated and will result in appropriate discipline, up to and including discharge.

If you believe this Policy has been or is being violated, you *must* report the violation(s) immediately to a center director of any facility listed above.

### **Introductory Period**

All new employees shall begin his/her employment with a 90-day introductory period. Employment during this 90-day period is not guaranteed. This period shall serve as a chance for the new employee to prove his/her work ethic, ability to learn Childpros, Inc.'s policies, and his/her ability to follow Company's policies and procedures. Regular full time employees must complete the 90-day introductory period in order to qualify for any benefits that he/she may be eligible.

**Orientation** – All new hires must complete the Orientation process prior to the four-day training. The Student Manual, Employee Manual, Center Forms, State Regulations, etc. will be the topic of the Orientation.

**Four Day Training** - Employees will participate in four days of supervised training. The Director, Assistant Director, or a co-worker may conduct supervision.

Employees shall be evaluated for training purposes only at the end of the 90-day introductory period. No salary change is guaranteed at this evaluation.

### **Employee Role**

When an employee accepts employment with Childpros, Inc., he/she agrees to the following:

- A. To follow an assigned work schedule.
- B. To do your work according to procedures established by the facility and company manual.
- C. To accept instruction and correction from supervisor.
- D. To cooperate and get along with co-workers.
- E. To keep childcare foremost in mind.
- F. To take proper care of equipment, building, and supplies.
- G. To follow and abide by any assigned job descriptions, which will include planning and implementing *Developmentally Appropriate Practices* and daily cleaning duties of the facility.
- H. To follow all rules & regulations set forth by Dept. of Social Services, Dept. of Health & Hospitals, and State Fire Marshall.

(All rules and regulations are available for review at Director's desk.)

Fees/Supplies/Certifications

**Criminal Background Check** – Employees must have a clear criminal record check. The Company covers this fee.

**Uniform** – Company shirt is required and ONE will be provided. Additional shirts cost \$10.00. Uniform shirts are required by the first day of work. Bottoms may consist of khaki “Capri’s”, “crops”, pants, or skirts. No shorts are allowed. No open toed shoes are allowed.

**CPR/Pediatric First Aid** – Proper certification is required. The center will schedule the class for you and you must attend. Certification is required every two years and by the next scheduled class. The cost to you is \$45.00 if you use the trainer we provide.

**12 Clock Hours of Education** – Each employee must complete 12 clock hours of education annually. Tuition for classes is covered by the center. Employees do not receive pay for attendance to these classes if they are held outside of working hours of the center; however, Childpros, Inc. does close for business 4 days out of the year where training takes place during the day and normal working hours. On these days, employees receive pay and training at no cost.

**Health & Safety** – Certification shall be obtained annually and by the next scheduled class. The cost to you is covered by the company.

**Child Development Associate** – (CDA) – All full time employees are required to have or work toward receiving a CDA. Scholarships may be available for qualified students.

**Health Statement** – This is similar to a physical. We supply you with a form that must be completed by our physician. Our physician’s office is AIM MEDICAL in Baton Rouge. The company will cover this expense.

We look forward to reviewing your application. After completing your application for employment, please give it to one of the office workers. We do not always call for interviews on every application. If you would like to call and ask if your application has been reviewed, you may do so at your convenience.