



Joyful Noise Christian Childcare
 508 Franklin St., Grand Haven, MI 49417
 (616) 847-6600

EMPLOYEE POLICIES

SIGNATURES AND VERIFICATION OF NOTIFICATION AND UNDERSTANDING

All employee policies can be found in the Joyful Noise Employee Manual, located in each classroom binder and also online at <http://www.JoyfulNoiseKids.com> in the "Staff" section. After logging in to secure system, the Employee Manual is located under "Quick Links" to the right.

Name: _____

ALL DOCUMENTS REFERRED TO IN THIS POLICY CAN BE FOUND IN THE EMPLOYEE BINDERS.

JOYFUL NOISE EMPLOYEE MANUAL

I have read and understand the Joyful Noise Employee Manual and agree to abide by all guidelines and regulations contained within. I understand that it is my responsibility to both read and understand amendments that are made to the Employee Manual on a regular basis. I fully understand that my employment and compensation are at will of the center and can be terminated, with or without cause or notice, at any time, at my or the center's discretion.

Employee Signature

Date

JOYFUL NOISE ABUSE PREVENTION POLICY

I have read and understand the Joyful Noise Abuse Prevention Policy and agree to abide by all guidelines and regulations within the document. As a staff member of Joyful Noise, I am aware of the following:

1. Child abuse and neglect is against the law.
2. I am informed on the center's policy regarding abuse and neglect.
3. I am mandated by law to report child abuse and neglect.

Employee Signature

Date

DEFINITIONS OF ABUSE

I have read and understand the Joyful Noise Definitions of Abuse.

Employee Signature

Date

JOYFUL NOISE ESSENTIAL FUNCTIONS

I have read and understand the expectations and required skills as outlined in the Essential Functions document and confirm that I am capable of meeting these requirements as an employee.

Employee Signature

Date

JOB DESCRIPTION

I have read the Job Description document and certify that I understand the expectations, description and responsibilities of the position in which I am currently employed.

Employee Signature

Date

CENTER MATERIALS AND EQUIPMENT POLICY

I have read and understand the Joyful Noise Center Materials and Equipment Policy and agree to follow all guidelines within.

Employee Signature

Date

HEALTH CARE PLAN

I have read and understand the Joyful Noise Health Care Plan, a Joyful Noise Essential Document, and agree to follow the proper guidelines as outlined.

Employee Signature

Date

JOYFUL NOISE STAFFING RATIO GUIDELINES

I have read and understand the Joyful Noise Staffing Ratio Guidelines, a Joyful Noise Essential Document, and agree to adhere to all mandated requirements regarding child and caregiver ratios.

Employee Signature

Date

CRISIS MANAGEMENT AND EMERGENCY PROCEDURES

I have read and understand the Crisis Management Plan and agree to follow its guidelines. I have also observed the posted emergency procedures (located in each classroom) and understand how to properly abide by each procedure in the event of an emergency.

Employee Signature

Date

EMPLOYEE DRESS CODE

I have read the employee dress code as outlined in the Joyful Noise Employee manual. I agree to abide by all of the provided guidelines regarding appropriate dress.

Employee Signature

Date

PERMISSION TO SECURE MEDICAL TREATMENT

In the event of an emergency, I give Joyful Noise Childcare permission to secure the proper medical emergency treatment for me.

Employee Signature

Date

I verify that I have read and understand all Joyful Noise policies and documents. I certify that I will abide by the rules, guidelines and expectations as they are defined. I understand that failing to adhere to said policies may result in employment termination. I fully understand that nothing in the Employee Manual, the Employee Policy Signature Sheet, or any Joyful Noise document can be interpreted as providing me employment for any definite period. In further consideration for my employment, I agree that any claim based upon my employment or termination must be brought within 6 months of my termination. I understand and agree that these terms can be modified only in writing which specifically states that it is a modification of this agreement and is signed by the representative of sponsor or the center. No supervisor, director, member of management, employee or agent of the center presently has, or has ever, had authority to enter into any agreement which is contrary to or a modification of the above terms nor can any of the center's written or oral policies, rules or practices, modify or replace the above terms.

Employee Signature

Date