



Dear Applicant,

This letter shall serve as official notification of SOME of the policies and procedures of Fundamentals Early Learning Center, 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 Fundamentals, 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 Fundamentals and authorize the transmission of information contained herein to be shared amongst authorized personnel at each location of Fundamentals.

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

Our Locations

34058 Dorothy Lane (Watson)

31276 North Corbin Road (Walker)

27340 Walker South Road (Walker)

706 Asbury Drive (Mandeville)

All companies listed above are owned by Wyatt Graves.

Company's Mission

Our Company is committed to delivering a world-class early childhood educational experience to each and every child.

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

It is Fundamentals' 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.

Fundamentals 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.

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

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 Fundamentals' 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 Fundamentals, 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 Employee 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 Children and Family Services, Dept. of Health & Hospitals, and State Fire Marshall. All rules and regulations are available for review at Director's desk.

Certifications/Training

Criminal Background Check – Employees must have a clear criminal record check. This fee is covered by the Company.

Health Statement – This is similar to a physical. We will supply our Physician's Office with a Prior Authorization form and you just show up to get the pre-employment physical. The company will cover this expense.

Uniform – Your center director will notify you of our uniform policy as it is position specific. No open toed shoes are allowed.

CPR/Pediatric First Aid – Proper certification is required. We 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 \$50.00 if you use the trainer we provide.

Health & Safety – Proper certification is required. We will schedule the class for you and you must attend. Certification shall be obtained annually and by the next scheduled class. This fee is covered by the company, 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 company. Employees do not receive pay for attendance to these classes if they are held outside of working hours of the center; however, Fundamentals 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.

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.

School Requirements – When working 16+ hours per week, you will be required to get 3 credit hours each semester. This applies to any position.

Louisiana Pathways Enrollment – If you have worked in childcare before, we will help get you enrolled (if you aren't already) in the Louisiana Pathways program. Pathways follows your journey through all the continuing education classes you take in the early childhood education field and places you on their career ladder based on your education and experience. We will need copies of all certificates from classes you have attended. If you have never worked in childcare that is okay, we will still get you enrolled in the program and help you understand how it works.

Thank You

We appreciate your interest in working for our company and look forward to reviewing your application. After completing your application, 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.