



LUMARYA

Employee Handbook

2026



Table of Contents

WELCOME

- Welcome from Leadership Team
- Our Mission
- Our Goals
- Foundational Expectations for Excellence
- Family Support
- Duty of Mandated Reporters: Safeguarding Children

WORKPLACE POLICIES

- Equal Employment Opportunity
- Americans with Disabilities Act
- Background Checks
- Criminal Records
- Immigration Law Compliance
- Drug Free / Alcohol Free
- Open Door Complaint Procedure
- Open Communication

CODE OF PROFESSIONAL CONDUCT

- Overview of the Code of Professional Conduct
- Confidential Information and Nondisclosure
- Privacy of Personnel Records and Administration
- Prohibited Behaviors
- Harassment Policy
- Sexual Harassment Policy
- Change of Personal Information
- Cellular Phones
- Vaping, Smoking & Tobacco Policy



- Dress Code
- Company Property
- Employee/Child Enrollment Deduction

EMPLOYMENT CLASSIFICATION

- Recruitment and Retention Plan
- Full-Time
- Part-Time
- Organizational Chart
- Lead Teacher
- Aide Teacher

EMPLOYEE WAGES AND BENEFITS

- Salary/Pay Scale Policy
- Payroll and Paydays
- Employee Benefits
- Vacation
- Sick Time
- Time Off
- Requesting Time Off
- Observed Holidays
- Employee Child Rate

ATTENDANCE POLICIES

- Attendance and Punctuality
- Clocking In & Out
- Weekly Schedule
- Daily Schedule
- Meal and Break Times
- Absence, Unscheduled Absences and Tardiness

WORK PERFORMANCE



- Expectations
- Child Abuse Reporting
- Discipline of Children Policy
- Supervision of Children
- Name-to-Face Accountability & Child Supervision Verification
- Reviews
- Opportunities for Advancement

DISCIPLINE POLICY

- Employment Discipline Policy
- Verbal Warning, Written Warning and Probation
- Termination
- Resignation/Voluntary Resignation
- Final Paycheck
- Return of Company Property
- Exit Interview



HEALTH AND ILLNESS

- Employee Illness
- Employee Handling Food
- How Sick Is Too Sick?
- Guidance for Symptoms by Colorado Department of Public Health & Environment

EMPLOYEE SAFETY

- Emergency Procedures
- Workplace Safety and Security
- Violence in the Workplace
- Visitors in the Workplace
- Personal Property
- Weapons on Premises
- Receiving of Medication

EMPLOYEE COMMUNICATIONS

- Employee Monthly Meetings
- Employee Annual Trainings
- Media Inquiries
- Paid Planning
- Parent/Teacher Conferences
- Suggestions
- Closing Statements



Welcome from the Leadership Team

Welcome to **Lumarya Inc. Preschool and Daycare!**

We are thrilled to have you as part of our team. As a valued member of Lumarya, you play an essential role in providing exceptional care and education in a safe, nurturing, and inspiring environment. Our success is built on the dedication and passion of our teachers and staff — the heart and pulse of Lumarya.

At Lumarya, we are committed to fostering a **positive, respectful, and inclusive workplace** where every individual is valued. We celebrate diversity, collaboration, and continuous growth — both for our children and for our team members.

This **Employee Handbook** serves as your comprehensive guide to our policies, practices, and shared expectations. It is designed to help you understand how we work together to maintain a professional, supportive, and joyful environment for all.

If you have any questions about the contents of this handbook or any aspect of your employment, please reach out to the **Leadership Team**. We are here to listen, support, and help you succeed.

Welcome to Lumarya — where together, we build bright futures.

With appreciation,

Shayan Ali – President

Marija Ali – Executive Director



Our Vision

- ❖ To **illuminate** the path for every child to grow with confidence, curiosity, and compassion.
- ❖ To **nurture** the next generation of leaders, learners, and kind humans.

Our Mission

- ❖ At Lumarya our mission is to provide a safe, nurturing, and inspiring high quality learning environment where children thrive socially, emotionally, and academically.
- ❖ Build a long lasting and sustainable partnership with families and communities
- ❖ Deliver high-quality early education through a values-driven, inclusive, and developmentally rich approach—empowering every child to shine.

Our Goals

At **Lumarya Inc.** our mission goes beyond providing exceptional childcare — it's about supporting and **empowering families** to thrive. We understand that when families feel secure and supported, children flourish.

Our goal is to give parents **peace of mind**, knowing their children are in caring, capable hands, and to connect families with the **resources** they need for stability and success.

To achieve this, Lumarya is committed to offering simple yet meaningful tools and connections that make a real difference in daily life. These may include access to:

- Local **food pantries** and nutrition programs
- **Behavioral and developmental support services**
- **Shelters and community assistance** programs
- Other **local resources** that strengthen family well-being

By making these supports accessible and easy to navigate, we aim to lighten the burdens families face and foster a **caring, connected community** built on trust and collaboration.

We welcome all who share our vision — parents, educators, and community partners — to join us in this mission. Together, we can make a lasting difference in the lives of children and



Foundational Expectations for Excellence

Communication

- Clear Expectations
 - Effective communication ensures that both staff and parents understand expectations, roles, and responsibilities, fostering an environment where everyone knows what to expect and how to contribute.
- Transparency
 - Open and honest communication helps build trust within the team and with families, reducing misunderstandings and ensuring smooth operations.
- Problem-Solving
 - Timely communication helps address issues quickly, leading to effective solutions and preventing small problems from becoming larger ones.

Culture

- Positive Work Environment
 - A strong, supportive culture encourages teamwork, boosts employee morale, and creates a nurturing environment for both staff and children.
- Unification
 - A well-established culture, grounded in inclusivity and openness, ensures a unified approach in how the center operates, fostering shared values and a welcoming atmosphere for everyone, regardless of their race or background.
- Family Engagement
 - A strong culture helps families feel welcomed, valued, and part of the Little Mountain Climbers community, leading to stronger relationships and greater satisfaction.

Dedication

- Quality Care
 - A dedicated team consistently strives to provide the best possible care for children, helping them thrive and grow in a safe and nurturing environment.
- Ongoing Improvement
 - Dedication to professional development and learning ensures that staff stay updated on best practices and can continually improve the services provided.
- Reliability



- Dedication ensures that the team can be counted on, fostering trust with families and ensuring the center's smooth operation daily.

Professionalism

- Trustworthiness
 - Professionalism builds trust with families and colleagues, ensuring that everyone feels confident in the center's ability to provide top-notch care and services.
- Respectful Interactions
 - A professional environment fosters mutual respect among staff, families, and children, creating a positive atmosphere where everyone feels valued.
- Standards and Accountability
 - Professionalism ensures that staff follow best practices, uphold ethical standards, and are accountable for their actions, promoting a high-quality and consistent experience for all.



Family Support

At **Lumarya Inc.** we believe that supporting families is just as important as educating children. A strong partnership between home and school helps every child grow, learn, and thrive.

Lumarya participates in several **state and community-based programs** that extend direct support to families, including:

- **Colorado Child Care Assistance Program (CCCAP)**
- **Child Care Aware**
- **Child and Adult Care Food Program (CACFP)**
- **Universal Pre K (UPK)**

Beyond these programs, our **Parent Resource Center** connects families with a broader network of community resources, such as:

- Local **health care providers, speech therapists, and behavioral specialists**
- **Shelters, food pantries, and family assistance agencies**
- Additional services that promote overall **family well-being**

Identifying when a family may need extra support often begins with simple observation and open communication:

- The **Enrollment Team** may recognize needs early during registration and onboarding.
- **Teachers**, through their daily interactions, are often the first to notice when a family might benefit from additional help.

When support needs are identified, staff should **inform the Director**, who will confidentially connect families to the appropriate community resources.

At Lumarya, we understand that it takes a caring community to help families flourish. Together with our staff, parents, and partners, we are building a strong, compassionate network that uplifts every family we serve.



Community Partnerships

Strong communities grow through collaboration. Lumarya actively builds partnerships with **local organizations** to extend meaningful support and resources beyond the classroom. These partnerships include:

- **Health and wellness providers** offering screenings, preventive care, and family education
- **Behavioral and developmental specialists** supporting early intervention
- **Food pantries, shelters, and assistance centers** providing essential needs
- **Parent education and training programs** that strengthen family engagement

Through these collaborations, Lumarya strengthens the connection between education, wellness, and community well-being — ensuring that every family has access to the resources they need to thrive.

Employee Role in Partnerships

Every Lumarya employee contributes to sustaining these partnerships by:

- Staying informed about available **community resources**
- Sharing information with the **Director or Leadership Team** when a family may benefit from a referral
- Participating in **community events, drives, and outreach programs** that build stronger family relationships

Together, we can expand Lumarya’s reach and impact — creating a connected, supportive community that nurtures both children and families.

Our Commitment to Families

At **Lumarya Inc.** our commitment to families extends far beyond the classroom. We believe that when children, parents, and educators work together, the entire community thrives.

Our role is to provide a **safe, nurturing, and enriching environment** where every child feels valued — and every family feels supported. By connecting families to essential resources, fostering open communication, and partnering with local organizations, we strengthen the foundation upon which lifelong learning and success are built.

We view every interaction with our families as an opportunity to make a positive impact. Whether it’s through daily classroom engagement, resource guidance, or community collaboration, Lumarya’s purpose remains the same — to uplift, empower, and inspire those we serve.

Together, as one Lumarya family, we are building a caring and connected community — one that helps children and families grow, learn, and shine. 🌟



The Duty of Mandated Reporters: Safeguarding Children

At **Lumarya Inc.** the safety and well-being of every child is our highest priority. As educators and childcare professionals, we each hold a **legal and ethical responsibility** to act as **mandated reporters** — individuals who are required by law to report any **suspected child abuse or neglect**.

This duty is not based on proof, but on **reasonable suspicion** derived from **direct observation or credible information**. Every employee must take this responsibility seriously and respond promptly and appropriately whenever concerns arise.

Steps for Reporting Concerns

If you suspect a child may be in danger or experiencing neglect, follow these steps immediately:

1. **Understand Your Legal Obligations**
Familiarize yourself with Colorado’s child protection laws and reporting requirements for the **Colorado Springs** region.
 2. **Document the Concern**
Record key details, including **dates, times, observations, and any statements made** by the child or others.
 3. **Report to the Appropriate Authorities**
Contact one of the following immediately:
 - **Colorado Department of Human Services (CDHS)**
 - **Local law enforcement or child protection hotline**
 4. **Provide Accurate and Factual Information**
Share only **objective observations**. Avoid assumptions, opinions, or speculation.
 5. **Follow Up as Needed**
If appropriate, verify that the report has been received and the matter is being addressed by the proper agency.
 6. **Maintain Confidentiality**
Respect the privacy of all individuals involved. Discuss the matter only with authorized personnel or investigating agencies.
 7. **Seek Support When Needed**
Reporting can be emotionally difficult. Reach out to your **Director, Supervisor, or Employee Assistance resources** if you need guidance or emotional support.
 8. **Document Your Actions**
Keep a personal record of the report you made and any follow-up communication or actions taken.
-



Reporting Contact Information

Colorado Department of Human Services
1575 Sherman Street, Denver, CO 80203-1714
☎ 303-866-5948 or 1-800-799-5876

Annual Family Survey and Quality Improvement Plan

At **Lumarya Inc.** our commitment to excellence begins with listening to the families we serve. We believe that continuous improvement is built on open communication, collaboration, and shared trust.

To ensure we are meeting the highest standards of care and education, Lumarya conducts an **Annual Family Survey** designed to gather meaningful feedback from parents and guardians. This survey is a key component of our **Quality Improvement Plan (QIP)** and helps us identify strengths, opportunities, and areas where we can enhance our programs and services.

All comments and insights collected are carefully reviewed by the **Leadership Team**. Using this feedback, we develop a comprehensive **Quality Improvement Plan** that outlines specific goals and actions aimed at fostering the continued growth, safety, and well-being of our entire Lumarya community.

Sharing the Results

To maintain transparency and encourage family engagement, the finalized Quality Improvement Plan will be shared through multiple channels:

- **Lillio** announcements
- **Email distribution** to enrolled families
- **Printed copies** available in the school lobby

By sharing this plan, we aim to create a culture of openness and accountability—one where families are active partners in helping Lumarya continually raise the standard of excellence in early childhood education.



Workplace Policies

Equal Employment Opportunity

Lumarya Inc. is an **Equal Employment Opportunity (EEO)** employer. Employment decisions are based on merit, qualifications, and business needs. We do not discriminate based on race, color, national origin, gender, age, religion, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Americans with Disabilities Act (ADA)

It is Lumarya's policy to comply fully with the **Americans with Disabilities Act (ADA)** and all applicable state laws. We are committed to providing equal opportunity to qualified individuals with disabilities and will make reasonable accommodations to enable them to perform the essential functions of their jobs, as long as doing so does not create an undue hardship on the company.

Background Checks

Lumarya reserves the right to conduct **job-related background checks** at any stage of employment. These checks may include, but are not limited to, verification of prior employment, professional references, educational credentials, and credit history, where applicable.

Criminal Records

Consistent with licensing requirements and Colorado state law, Lumarya conducts **criminal background checks** to ensure the safety of our children, families, and staff. Any offer of employment is contingent upon satisfactory background screening results.



Immigration Law Compliance

In compliance with the **Immigration Reform and Control Act (IRCA)**, all employment offers at **Lumarya Inc. (d/b/a Little Mountain Climbers Preschool and Daycare)** are contingent upon verification of the employee's legal right to work in the United States.

Only individuals who are **U.S. citizens, lawful permanent residents**, or those who hold a **valid work permit or employment authorization** are eligible for employment with Lumarya.

On or before the first day of employment, all new employees must provide original documents verifying their identity and work eligibility and must complete the federal **Form I-9, Employment Eligibility Verification**. Continued employment is subject to maintaining valid work authorization throughout the period of employment.

Drug and Alcohol-Free Workplace

Lumarya is committed to maintaining a **drug- and alcohol-free workplace**. The possession, use, sale, or distribution of illegal drugs or alcohol on company premises or during work hours is strictly prohibited. The abuse of alcohol or drugs impairs judgment, coordination, and safety, which can endanger both employees and the children in our care.

Lumarya reserves the right to conduct **drug and/or alcohol testing** at its discretion and without prior notice if impairment or policy violation is suspected. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Open Door Complaint Procedure

Lumarya values open communication and encourages employees to bring forward concerns in a timely, professional manner.

Employees who have a job-related issue, question, or complaint should first discuss it with their **direct supervisor**. If the issue is not resolved or involves a potential policy violation, the employee should immediately escalate the concern to a member of the **Leadership Team**. All complaints will be handled promptly, respectfully, and confidentially to the fullest extent possible.

Open Communication

We encourage employees to communicate respectfully and directly with one another when concerns arise. If a resolution cannot be reached, employees should schedule a meeting with their



supervisor to discuss the matter. All discussions between employees and supervisors are confidential and should not be shared outside the workplace.

Lumarya values collaboration, trust, and respect — open communication is essential to maintaining a positive, productive work environment.

Child Supervision Guidelines

The safety and well-being of every child are at the heart of Lumarya’s mission. To maintain a secure environment, **one-on-one supervision of a child by a single adult is not permitted** unless explicitly approved for safety or educational reasons.

Each child must remain **visible and within hearing distance of at least two adults** at all times. This policy helps protect children and staff alike, ensuring continuous supervision and a transparent, nurturing atmosphere throughout the center.

Promoting Ethical Conduct and a Respectful Workplace

Lumarya expects all employees to uphold the highest standards of **professional ethics, integrity, and respect**.

Employees must refrain from:

- **Soliciting parents** for personal employment or private work opportunities outside of Lumarya.
- **Recruiting or attempting to lure staff members** away from their employment at Lumarya.

Such conduct creates conflicts of interest, disrupts team cohesion, and can compromise trust with families. Instead, employees are encouraged to:

- Build **positive, professional relationships** with parents and colleagues.
- Represent Lumarya’s mission and values with integrity.
- Promote collaboration and teamwork that fosters a supportive, growth-oriented workplace.

By working together with respect and professionalism, we maintain a culture of excellence, trust, and care — the foundation of Lumarya’s success.



Code of Professional Conduct

Overview

At **Lumarya Inc.** we are committed to the highest ethical and professional standards in everything we do. Our values — **integrity, objectivity, confidentiality, competence, and respect** — guide our behavior and decisions daily.

Employees are expected to demonstrate honesty, professionalism, and sound judgment in all interactions with children, families, colleagues, and the community. When faced with ethical dilemmas, staff should rely on Lumarya’s principles and consult their supervisor or the leadership team for guidance.

Confidential Information & Nondisclosure

All employees must sign a **Confidentiality and Nondisclosure Agreement** as a condition of employment.

Confidential information — including child records, family information, employee data, and proprietary business materials — must never be disclosed or used for personal gain. This obligation continues even after employment with Lumarya ends.

Privacy of Personnel Records

Personnel files are kept **confidential and securely stored** at all times.

Employees may review their files by submitting a written request to their supervisor. Removal, copying, or distribution of any portion of personnel records is strictly prohibited.

Prohibited Conduct

Lumarya maintains a **zero-tolerance policy** for any behavior that endangers the safety, dignity, or well-being of children, staff, or families.

Strictly Prohibited Actions Include:

- **Corporal punishment**, including hitting, spanking, shaking, slapping, biting, squeezing, or any form of physical discipline.
- **Excessive physical exercise, forced rest, or exposure to extreme temperatures.**
- **Withholding food, water, or restroom privileges** as punishment or reward.
- **Isolation of a child** in a location where supervision is not possible.
- **Binding, tying, or restricting movement** in any way.



- **Toilet training methods** that demean, punish, or humiliate.
- **Emotional abuse**, such as rejection, terrorizing, or verbal humiliation.
- **Abusive or profane language**, sarcasm, or derogatory remarks about a child or their family.
- **Public or private humiliation**, including threats of punishment.
- **Taking away physical activity or outdoor time** as a disciplinary measure.
- **Discussion or teaching** about sexual reproduction or religion.
- **Any behavior** that threatens a child's physical or emotional safety, including conflict or disrespect among staff in front of children.

Teacher/Parent Relationships:

All relationships between staff and parents must remain strictly professional. Romantic or inappropriate relationships between staff and parents are **prohibited** and may result in **termination of employment** and **disenrollment of the affected child**.

Harassment Policy

Lumarya maintains a workplace free of **harassment and discrimination**.

Harassment includes, but is not limited to, verbal abuse, racial or ethnic slurs, derogatory comments, offensive jokes, gestures, or conduct that creates a hostile work environment.

All employees are expected to treat others with respect, kindness, and professionalism at all times.

Sexual Harassment Policy

Sexual harassment is strictly prohibited. It includes unwelcome sexual advances, requests for sexual favors, or any verbal, visual, or physical behavior of a sexual nature.

Any employee who experiences or witnesses harassment must report it immediately to their supervisor or the leadership team. All reports will be handled confidentially and promptly investigated.

Change of Personal Information

Employees must notify their supervisor **in writing** of any changes to their name, address, phone number, or other personal information that could affect payroll, benefits, or employment records.



Cellular Phones and Technology Use

Lumarya uses **Lillio** for daily communication with parents and documentation of children's activities. Staff should use company-provided tablets for this purpose — **personal cell phones are not permitted during work hours** except in emergencies.

- Cell phones must be stored in the designated **clear staff cubbies** in each classroom.
 - Personal use of cell phones during working hours may result in **disciplinary action**, including written warnings or termination.
 - A single phone (carried by the lead teacher) may be brought outdoors **only for emergency use**.
-

Vaping, Smoking, and Tobacco Policy

To ensure a healthy, safe environment for children and staff, Lumarya maintains a **strictly tobacco-free and vape-free campus**.

The use of tobacco, e-cigarettes, or vaping products is prohibited in all indoor and outdoor areas, including playgrounds and entryways.

This policy applies to all employees, parents, visitors, contractors, and volunteers. Any smoking materials found on-site will be confiscated immediately.

Dress Code and Professional Appearance

Employees are expected to maintain a clean, neat, and professional appearance that reflects Lumarya's values of care and professionalism.

General Guidelines:

- Clothing must be clean, modest, and appropriate for working with young children.
- Offensive tattoos or visible body piercings must be covered or removed during work hours.
- **Staff working with infants must wear the designated infant room smock** before entering the Infant Room. The smock must be put away as you exit the room. Spare smocks are available for change if needed due to spill or accidents handling infants. Smocks must be maintained and kept clean regularly.

Not Permitted:

- See-through leggings or tights



- Excessive or dangling jewelry (especially in infant/toddler rooms)
 - Strong perfume or cologne
 - Sandals or open-toe shoes
 - Spaghetti-strap tank tops
 - Pajama pants
 - Shorts with less than a 4-inch inseam
-

Company Property

All equipment, computers, tablets, and software are **company property** and are to be used only for official Lumarya business.

Company property may not be removed from the premises without authorization. All issued equipment must be returned on the employee's **last working day**.

Company Property and IT Security

All company equipment, including computers, tablets, and software, is the property of **Lumarya Inc. (d/b/a Little Mountain Climbers Preschool and Daycare)** and must be used **solely for business purposes**.

Employees are expected to treat all company property with care and adhere to the following security and workplace standards:

IT Security Guidelines

- All **work computers and tablets** must be **locked and password-protected** when not in use.
- **Passwords or access codes** must never be written on sticky notes, visible surfaces, or stored in unsecured areas.
- Employees should report any suspected **data breaches, device loss, or unauthorized access** immediately to the Director or Leadership Team.
- Access to systems and applications is limited to authorized users only; sharing login credentials is strictly prohibited.
- Devices used for Lillio or other center operations must remain on-site unless prior written approval is obtained from management.



5S Workplace Standards

Lumarya applies the **5S principles**—*Sort, Set in Order, Shine, Standardize, and Sustain*—to maintain safety, efficiency, and professionalism in all work areas.

Employees are expected to:

- Keep all **work areas, desks, and classrooms clean, organized, and secure** at all times.
- **Store and lock away confidential documents** when not in active use.
- **Personal items** such as purse/backpack etc are **NOT** allowed inside classroom at any time. They should be stored in the Staff dedicated locker. Failure to adhere to this rule may result in disciplinary action, up to and including termination of employment.
- Secure all files, student information, and equipment before leaving for the day.

Maintaining a tidy, safe, secure, and organized workspace reflects Lumarya’s commitment to operational excellence, confidentiality, and a professional environment that supports both staff and families.

All company property and equipment must be returned to Lumarya on or before the employee’s **final day of employment**.

Digital Communication & Social Media Use

At **Lumarya Inc.** professionalism extends to all forms of digital communication and online behavior. Employees are expected to use technology responsibly, protect confidential information, and represent the company with integrity in all digital interactions.

Work-Related Communication

- All communication with parents and families must occur through **approved child management platforms** such as **Lillio** or official Lumarya email accounts (as applicable)
- Employees should maintain a **professional and respectful tone** in all written or digital correspondence.
- Personal messaging, texting, or social media interaction with parents, guardians, or children is **strictly prohibited**.
- Only **authorized personnel** may post or share information or images representing Lumarya on official channels.

Confidentiality and Media Use

- No employee may take, share, or post **photos or videos** of children, families, or staff members on personal devices or social media platforms.
- All digital content related to Lumarya’s programs, staff, or children is considered **confidential** and must remain within company-approved systems.



- Employees must respect the privacy preferences of families and comply with **photo release agreements** and applicable **privacy laws**.

Personal Social Media

While Lumarya respects employees' personal use of social media, staff members must exercise discretion to avoid conflicts with their professional responsibilities. Employees may not:

- Post or comment negatively about Lumarya, its staff, families, or children.
- Share any information or images that could identify children or families affiliated with Lumarya.
- Represent personal opinions as official statements of the company.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Lumarya encourages responsible, respectful, and secure digital conduct at all times — both within and beyond the workplace — to uphold our shared reputation for professionalism, safety, and care.



Data Privacy & Record Retention

At **Lumarya Inc.** protecting the privacy and security of all child, family, and employee information is a top priority. Every staff member shares the responsibility of ensuring that personal and confidential data is handled with care and in full compliance with federal, state, and local regulations.

Confidential Information

Confidential information includes, but is not limited to:

- Child records, attendance logs, health forms, and incident reports
- Family contact details, billing information, and payment history
- Employee files, payroll information, and performance reviews
- Any proprietary or operational information about Lumarya

Employees must treat all such information as **strictly confidential** and use it only for legitimate business purposes.

Data Storage and Access

- All **digital records** must be stored on secure, company-approved systems or devices protected by passwords and encryption.
- **Physical files** must be stored in **locked cabinets** or secured offices with restricted access.
- Access to child, family, or employee records is granted only to **authorized personnel** with a legitimate business need.
- Confidential records must **never be left visible** on desks, printers, or classroom areas.

Record Retention

Lumarya follows a structured record retention policy consistent with state licensing requirements and best practices:

- **Child and family records** are retained for a minimum of **three (3) years** after a child's last date of attendance.
- **Employee records** are retained for **at least three (3) years** following separation of employment.
- **Incident, accident, and injury reports** are retained for a minimum of **five (5) years** or as otherwise required by law.
- All digital and paper records are reviewed periodically and disposed of in accordance with retention schedules.



Secure Disposal of Records

When records reach the end of their retention period, they must be destroyed in a manner that preserves confidentiality:

- **Paper records** must be **shredded or securely destroyed**.
- **Digital records** must be **permanently deleted** and cleared from all devices and storage systems.

Employee Responsibilities

Every Lumarya employee is responsible for:

- Maintaining the confidentiality of sensitive information.
- Following all company procedures for data protection and storage.
- Reporting any **loss, breach, or unauthorized disclosure** of data immediately to the Director or Leadership Team.

By upholding these standards, Lumarya ensures that all information entrusted to us remains secure, private, and treated with the highest level of integrity.



Lumarya Quick-Reference Checklist: Data Privacy & Record Handling

Our Commitment:

At Lumarya (d/b/a Little Mountain Climbers Preschool & Daycare), safeguarding the privacy of our children, families, and staff is everyone's responsibility.

DO

- Lock and password-protect all computers, tablets, and devices when not in use.
 - Store paper files in **locked cabinets** or **secure offices**.
 - Keep **confidential documents** (child files, payroll, health forms) out of sight when not in active use.
 - Access records **only if you are authorized** and it relates to your job duties.
 - Use **company-approved systems** (e.g., Lillio) for all communication and record storage.
 - **Shred paper documents** before disposal.
 - **Permanently delete** digital files once retention requirements are met.
 - Immediately **report any data loss or breach** to the Director or Leadership Team.
-

DON'T

- Leave child or employee records **visible on desks, printers, or screens**.
 - **Share passwords** or write them on sticky notes or posted surfaces.
 - Take files, devices, or sensitive documents **off-site** without written approval.
 - Email or text confidential information using **personal accounts or devices**.
 - Discuss child, family, or employee information **outside of authorized meetings**.
 - Dispose of documents in **open trash bins** — always shred or secure first.
-

Record Retention at a Glance

- **Child & Family Records:** Keep for **3 years** after last attendance.
- **Employee Records:** Keep for **3 years** after separation.
- **Incident & Injury Reports:** Keep for **5 years** minimum.

Remember: Confidentiality is an act of trust. Protecting information protects our children, families, and the integrity of Lumarya.



Employee/Child Enrollment Deduction

When an employee enrolls their child in our childcare program, they have the option to have the fees deducted directly from their paycheck. This convenient arrangement ensures seamless payment and helps our staff manage their childcare needs effectively.

In the event that an employee resigns and still has an outstanding balance for childcare fees, the remaining amount will be deducted from their final paycheck. Any funds remaining after this deduction will then be disbursed to the employee. We aim to facilitate a smooth transition for departing employees while ensuring all financial obligations are appropriately settled.



Employment Classification

Recruitment & Retention Plan

The **mission** of the Lumarya Recruitment and Retention Plan is to ensure Lumarya can attract the best available staff for all open positions.

The **vision** of the Lumarya Recruitment and Retention Plan is to establish and evolve a healthy culture that serves its employees.

Recruitment

There are three parts of the recruitment process that Lumarya focuses on; source, education and experience. These areas are the basis of recruiting because of the tangible data that can be observed for a potential candidate.

Sources of recruitment have been seen in multiple areas such as online, word of mouth and through online hiring resources. Lumarya does a thorough work search into who they are hiring through this process. Reading through resumes, calling references and looking for consistency in work history is only a few ways of how we determine their eligibility.

Education shows more than just intelligence, but dedication to seeing a task through to completion. Consistence is something that is vital to an employee's character as they are relied on in aspects that are determined by their position. When looking into a potential employee, Lumarya looks at how long they worked at a previous job and why there are inconsistencies as well as why there are consistencies. We want to know why they were inconsistent to understand what another company may have been doing wrong or if the employee couldn't be committed to working. And we want to know why they were consistent to see what their previous companies were doing right and how we can implement growth.

Experience that Lumarya is interested in seeing for potential employees is that of child supervision, customer service and exceptional references. Child supervision is the number one priority at Lumarya, because without proper supervision our children could not be accountable for the negative and positive actions they conduct.

Lumarya desires to see future employees with experience in a customer service setting. Interacting with children and their families is a demanding task some days and all Lumarya



employees are held to a high standard of quality customer service. To go above and beyond is what we truly want to see with any employee.

It's not just enough to have worked in another childcare facility, but to have worked at a high standard and have accountability for that work ethic is important. Through our work search we contact references and take those conversations into consideration when looking for the next LMC employee.

Retention

At **Lumarya Inc.** we believe that retaining great teachers and staff begins with valuing, supporting, and empowering the people who make our mission possible. Our retention philosophy is built on three core pillars: **Benefits, Communication, and Training.** Together, these create a foundation for stability, growth, and long-term career satisfaction.

1. Benefits

Lumarya is committed to providing competitive and meaningful benefits that support the well-being and growth of our team. Our current benefits include:

- **Company-subsidized Medical Coverage** effective **December 1, 2025**, with Lumarya covering **60% of the employee premium.** Optional Dental/Vision plan to be offered at competitive discounted price for Lumarya employees as out of pocket expense.
- **401(k) Retirement Plan**, available **after one year of continuous service**, to support your long-term financial goals.
- **Paid Sick Leave**, ensuring time for rest and recovery when needed.
- **Eligibility for Merit Increases**, based on individual performance and annual reviews.
- **Performance-Based Bonus Program**, tied to both individual and company performance, available **after one year of service.**
- **Employee Childcare Discounts** and **flexible scheduling**, designed to help balance professional and personal responsibilities.
- **Paid Time Off (PTO)** – planned for future implementation as the company continues to grow.

2. Communication

Open and transparent communication is the cornerstone of strong leadership and effective teamwork. At Lumarya, communication is continuous and collaborative — whether through Lillio (for staff and parent communication), email updates, monthly team meetings, or newsletters.



We also emphasize **individual communication** through regular check-ins and **annual evaluations**. These reviews are designed not only to recognize achievements but also to identify growth opportunities and set meaningful professional goals.

3. Training and Development

We believe that continuous learning is key to professional fulfillment and excellence in early childhood education. Lumarya provides both **formal and hands-on training** to ensure our staff feel confident, informed, and inspired.

Training programs include, but are not limited to:

- State rules and regulations
- De-escalation techniques
- Creating a positive classroom environment
- ITERS and ECERS quality standards
- 5S/Gemba Training (onsite)
- Mission and Vision Alignment
- Continuous improvement and leadership skills

These training programs are designed to build a strong professional foundation, empower our staff to excel, and prepare them for future advancement opportunities within Lumarya.

Specific Company specific onsite training(Paid) will be offered afterhours /weekends

Full-Time

Employees who complete the introductory period and are regularly scheduled to work between 30-40 hours per week each week for a (12) month period are considered full-time.

Any overtime must be approved by the Center Director and the Exec Director.

Part-Time

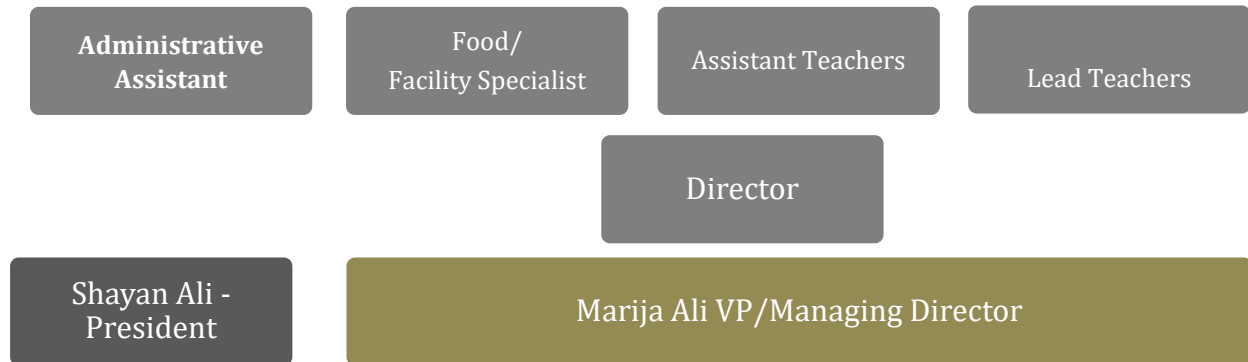
Employees who complete the introductory period and are regularly scheduled to work less than 30 hours per week are considered part-time.

Part time employees will have to schedule all appointments during the time they are not working at LMC. Only emergency appointments will be approved during their shift.

Any overtime must be approved by the Center Director and the Exec Director.



Organizational Chart



Lead Teacher

The Lead Teacher in the classroom carries the credentials to manage the classroom solely on their own and within state regulated ratios.

Assistant Teacher

The Assistant(Aide) Teacher in the classroom supports the Lead Teacher in their role to assist with managing, supervising and interacting with the class. Assistant Teachers have the opportunity to become Lead Teachers through a training process that is maintained by the Team Leader/Center Director.

Employee Wages & Benefits

Compensation Structure

At **Lumarya Inc.** we believe that every team member deserves fair, transparent, and competitive compensation. Our pay philosophy is built around rewarding experience, education, performance, and leadership responsibility.



To ensure consistency and equity, Lumarya has adopted the **Lumarya Haygrade (LG) Salary Structure**, which defines pay levels across roles and establishes a clear path for professional growth.

Lumarya Haygrade Structure

| Lumarya Grade (LG) | Position Title | Experience Range | Typical Role Description |
|---------------------------|-------------------------------|-------------------------|---|
| LG1 | Assistant Teacher | 0–1 year | Supports classroom operations under the guidance of the lead teacher; assists with care routines and daily activities. |
| LG2 | Teacher – Junior | 1–3 years | Implements lesson plans, supports classroom routines, and assists in assessments under limited supervision. |
| LG3 | Teacher – Mid-Level | 3–5 years | Independently leads classroom instruction and engages families; demonstrates strong teaching and classroom management skills. |
| LG4/5 | Teacher – Senior | 5+ years | Serves as classroom lead and mentor; demonstrates mastery in early childhood education and supports peer coaching. |
| LG6 / LG7 | Assistant Director / Director | 3+ years in leadership | Oversees operations, licensing compliance, staff performance, and educational standards. |

Education & Certification Alignment

Pay grade placement also reflects education and certification milestones. Employees are encouraged to continue professional development through the following pathways:

- **CDA (Child Development Associate Credential)**
- **Associate’s Degree in Early Childhood Education (ECE)**
- **Bachelor’s Degree in Early Childhood Education (ECE)**
- **Colorado Director Qualification Certificate (verifiable)**

Progression within the Lumarya Haygrade system is supported by demonstrated experience, credential achievement, and performance excellence.



Experience & Documented Hours

To ensure proper placement and recognition of prior experience, Lumarya follows the **Colorado PDIS (Professional Development Information System)** verification standards:

Lead Teacher Experience / Hours

- 1 year – Entry Level Lead Qualification
- 2–5 years – Intermediate Level
- 5+ years – Advanced Level
- **455+ documented hours** – Minimum PDIS requirement
- **1,850+ documented hours** – Preferred PDIS experience level

Assistant / Aide Experience / Hours

- 1 year – Entry Level
-

Compensation Reviews & Adjustments

Employee compensation is reviewed annually to ensure it remains fair, competitive, and performance-driven. Adjustments may occur based on:

- **Annual merit increases** tied to performance and company results
- **Promotions** or advancement within the Lumarya Haygrade structure
- **Performance-based bonuses** after one year of service, linked to both individual and company success
- **Market and cost-of-living adjustments** to maintain competitiveness

Lumarya is committed to building a workplace that recognizes excellence, encourages professional development, and supports long-term career growth.

Payroll & Paydays

We comply with Federal and State laws when garnishments are necessary. As allowed by law, repeated garnishments may subject employees to discipline or dismissal.

Employees with questions regarding their paycheck should discuss the matter with their supervisor immediately. Employees should report any lost or destroyed paychecks as soon as possible.

Employees are paid on a bi-weekly basis

Vacation Time



Requests for vacation time off must be submitted through our website, www.littlemountainclimbers.com/timeoff prior to the requested date. Approval is subject to mutual agreement by the employee and the Leadership Team.

Employee Child Rate

Employees with children are always welcome to be enrolled. The child rates differ depending on Colorado Child Care Assistance Program or Child Care Aware.

For self-paid employees Lumarya will subsidize the cost (**subject to change**)

2025 : 50% (effective till 06/30/2026)

2026 –Lumarya 40% (effective 7/1/2026) Employee : 60%

We take pride in working with our employees to also provide them with affordable childcare.

Paid Sick Leave Policy

Employees earn Paid Sick Leave (PSL) at a rate of 1 hour for every 30 hours worked. PSL is earned at the end of each pay cycle and can be used starting the following pay period.

PSL can be used for the following reasons:

- The employee's own mental or physical illness, injury, health condition, or preventive care.
- Caring for a family member who is ill, injured, or in need of medical care.
- Victim of domestic abuse, sexual assault, or harassment, requiring time off for related matters.
- Public health emergencies that cause the closure of the school or the employee's place of business.

The maximum amount of PSL an employee can accrue in a year is 48 hours. Once 48 hours have been paid, no further PSL will be earned or paid out for the remainder of the year.

If an employee is terminated, unused PSL will not be paid out. However, if the employee is rehired within 6 months of their last day, any previously accrued sick leave will be reinstated.

For any questions regarding this policy, please reach out to our HR or Finance departments.

Time Off (Unpaid)

At **Lumarya Inc.** we understand that employees may occasionally need time away from work for personal, medical, or family reasons.

At this time, **all approved time off is unpaid**, unless otherwise required by law. Lumarya is



exploring the implementation of a **Paid Time Off (PTO)** program as an additional benefit in the future.

Scheduling and Requests

- All time off requests must be submitted **at least two (2) weeks in advance** through the designated form or online system in **Conneteam App**. Lumarya is **not obligated to approve time off requests**, except where required by law (e.g., under the **Family and Medical Leave Act (FMLA)** or for legally mandated **civic duties**).
 - The center can typically accommodate up to **two employees off per day**, depending on staffing needs and ratios.
 - Requests submitted **within the same week** of the requested date will not be approved unless previously discussed and authorized by the employee's **direct supervisor**.
-

Appointments and Scheduling

- Employees are expected to schedule **personal appointments** before or after their shift, or on days when Lumarya is closed (e.g., weekends).
 - If an appointment must occur during scheduled work hours, a **minimum of two week's notice** must be provided.
 - **Part-time employees** must schedule appointments during their non-working hours. Only **emergency appointments** during shifts may be approved.
-

Vacation and Personal Time

- Employees may request up to **two (2) weeks (80 hours)** of unpaid vacation or personal time off per year.
 - Approval is subject to staffing levels, classroom ratios, and operational needs.
-

Attendance Expectations

- If a **time off request is denied**, the employee is required to report for their scheduled shift.
 - Failure to report for a denied shift, or failure to communicate absence, will be treated as a **no call/no show**, which may result in **termination of employment**.
-



Observed Holidays

We recognize the following holidays as holidays:

- New Year's Day, January 1st
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, first Monday in September
- Thanksgiving Day, Last Thursday in November
- Christmas Day, December 25th



PTO Bonus Program :

- Reward strong attendance and reliability
 - Recognize high classroom performance
 - Support work-life balance
 - Build a strong, accountable team
-

Key Concept: 👉 PTO is now earned through performance

- ✓ Not automatic
- ✓ Not seniority-based
- ✓ Based on how we show up every day

HOW IT WORKS: Quarterly PTO Bonus (KPI Effective June 1, 2026)

Performance Score PTO Earned

| | |
|-------|-----------------|
| 90+ | 2 days (16 hrs) |
| 80–89 | 1.5 days |
| 70–79 | 1 day |
| 60–69 | 0.5 day |
| <60 | No PTO |

What Drives Your Score

- ✓ Attendance & Reliability (40%)
 - ✓ Classroom Performance (35%)
 - ✓ Compliance & Safety (25%)
-

Important Rules

- Max PTO bank: 40 hours
 - No carryover (use it within the year)
 - Must be in good standing (no written or verbal warnings)
-



Bottom Line

- 👉 Show up.
- 👉 Follow standards.
- 👉 Deliver quality care.
- ➡ Earn more time off

Attendance Policies

Attendance & Punctuality

At **Lumarya Inc.** reliability and punctuality are essential to maintaining a safe and consistent learning environment for our children.

The center's operating hours are **7:00 a.m. to 5:00 p.m.**, though individual schedules may vary depending on position and responsibilities. Employees are expected to be **on-site, and ready to begin work** at their scheduled start time. Consistent attendance demonstrates professionalism and supports the entire teaching team.

Clocking In & Out

All employees are required to **clock in and out through Connectteam & Lillio** for their shifts, breaks, and end-of-day checkouts. **PLEASE NOTE YOU MUST CHECK IN AND OUT USING BOTH SYSTEMS.**

- Employees must clock in and out **at their scheduled SHIFT time** unless prior approval is obtained from their Director.
- Please allow yourself some time ahead to start your shift on time.
- Upon arrival at the center **please put away your personal belongings (as applicable) to your designated locker** and go to your designated room as defined in your shift.
- **Each room has a dedicated IPAD with the Connectteam KIOSK – enter your own 4 digit code to clock in to start your shift, You must at the same time check yourself in the classroom ratio using Lillio to be in ratio.**
- **Clock in and out** using personal device is not allowed.
- **10m break – You are NOT required to clock in or out for your paid 10m break**
- **Lunch Break :** At your designated lunch break time please first clock yourself out from LILLIO then then enter your 4 digit code in the Connectteam KIOSK to start your unpaid LUNCH break. Upon returning from your LUNCH break follow the same process check in –LILLIO – check yourself in the class , Connectteam KIOSK- clock back in your shift.
- **Clock Out-** at the end of your shift or **by the defined early clock out time** set by the Director you must clock out first from the class in Lillio (ensure you end your shift/day in Lillio) then enter your 4 digit code in the Connectteam KIOSK and end your shift.
- **Overtime** is not permitted unless pre-approved by the Director.



- If an employee clocks in or out earlier or later than scheduled without authorization, management reserves the right to **adjust recorded hours** to reflect the correct schedule.
 - Repeated timekeeping discrepancies may result in **disciplinary action**.
 - Remember it is your responsibility to ensure your time entry is accurate and reflects your schedule, therefore you must ensure you follow the process above to ensure your timecard is accurately maintained through the pay period and avoid any payroll discrepancy.
-

Weekly & Daily Schedules

- Work schedules are created **weekly** and distributed via Connectteam every Friday or sooner
- Please ensure you confirm your shift before the week begins.
- Any schedule changes — including days off, shift changes, or early departures — must be **submitted in writing** and approved by your **supervisor or Director**.
- Lumarya reserves the right to **reassign employees** as needed to meet classroom ratios, coverage, or operational requirements.

A **daily schedule update** is also distributed through Lillio to reflect any last-minute changes or staff callouts. If there are any confusion or questions regarding schedule please contact the Director/Assistant Director.

Meal & Break Times

Meal and rest breaks are provided in accordance with **federal, state, and local laws**. Where not specifically required by law, Lumarya provides regular breaks to promote well-being and maintain energy throughout the day.

Break Guidelines

- Employees may not bring **outside food into classrooms**. Meals should be eaten at the **Teacher's Lounge**, which is equipped with a coffee machine, tea, snacks, and beverages to support staff wellness.
- Lumarya is a **nut-free facility**. Any products containing nuts or made in a facility that processes nuts are not permitted anywhere on the premises.
- Employees must **wash hands thoroughly** after eating or handling foods containing peanuts before returning to the classroom.

Each classroom has a designated staff cabinet for beverages. **Only clear liquids (such as water) are permitted inside classrooms**, in compliance with state health and safety regulations.



Beverages must be kept in **plastic or metal containers with secure lids** — **no glass bottles, ceramic mugs, or colored beverages** are allowed in classroom areas.

Absence, Unscheduled Absences & Tardiness

Regular attendance is essential for maintaining proper supervision ratios and a stable environment for children.

Reporting an Absence or Tardiness

- Employees must notify their **supervisor directly** if they will be late or unable to attend work.
- Notification must be made **at least four (4) hours before the start of the shift** when possible, especially in the case of illness.
- Employees **may not** ask another coworker to report their absence on their behalf.
- If an employee must leave work early, they must first **speak directly with their supervisor** to obtain approval.

Unexcused Absences

- Failure to report for work without notification will result in an **unexcused absence without pay**.
- **No call/no show** incidents are considered serious violations and may lead to **disciplinary action**, up to and including termination.
- Repeated tardiness or excessive absenteeism will be reviewed and addressed by management.

Employees exhibiting symptoms of illness should stay home and notify leadership promptly to allow sufficient time to arrange proper classroom coverage and maintain the health of the children and staff.

Incentive Structure

Eligible employees will receive one of the following incentives

- A **Recognition Certificate** (Employee of the Month) and feature on the “**Lumarya Excellence Board**”
- Other forms of recognition as determined appropriate by the Leadership Team.

The incentive amount and form of recognition may vary based on company performance and budget availability.



Exceptions

The following **excused absences** will not disqualify an employee from the program, provided proper notice and documentation are submitted:

- Jury duty or other mandated civic responsibilities
- Bereavement leave (as outlined in company policy)
- Approved Family and Medical Leave (FMLA) or legally protected absences
- Pre-approved unpaid time off requested in advance and approved by the Director

However, **unapproved absences, tardiness, early departures, or failure to follow reporting procedures** will disqualify the employee from eligibility for that quarter.



Work Performance

Expectations


At **Lumarya Inc.** we hold ourselves to the highest standards of professionalism and care. Every employee is expected to perform their duties with **integrity, persistence, and respect**, while upholding Lumarya's core values of **safety, quality, teamwork, and excellence**.

Employees are encouraged to take ownership of their roles, demonstrate initiative, and continually seek opportunities to improve both personally and professionally. Exceptional performance is recognized and rewarded through Lumarya's structured performance management process.

Child Abuse Reporting

Every Lumarya employee is a **mandated reporter** under Colorado state law and has a legal and ethical obligation to protect children.

Any suspected **child abuse, neglect, or mistreatment** must be reported immediately to:

 **Child Protective Services:** 1-844-CO-4-KIDS (1-844-264-5437)

The report must also be **documented and shared** with your supervisor or the Director right away. Failure to report a concern can result in disciplinary action and legal consequences.

Discipline of Children

Lumarya uses **positive guidance and redirection** as the foundation of all behavior management. Employees are expected to encourage positive behavior through **modeling, reinforcement, and empathy** — never through punishment or coercion.

When teachers use praise, provide choices, and support children in expressing their emotions, they help build **self-regulation, respect, and confidence**. All disciplinary practices must comply with Lumarya's policies and state licensing regulations.

Child Supervision, Name-to-Face Accountability, Classroom Transitions & Ratio Compliance

At Lumarya Inc., child supervision extends beyond visual observation. Employees are responsible for maintaining continuous active supervision, name-to-face accountability, and



teacher-to-child ratio compliance to ensure every child is safe, accounted for, and appropriately supervised at all times.

Child supervision is considered an essential job function and a critical licensing, health, and safety requirement.

Active Supervision Expectations

Employees are expected to maintain active supervision at all times, including:

- Continuous visual awareness and line-of-sight monitoring of children
- Immediate awareness of each child's location, behavior, and safety needs
- Ongoing responsiveness to children's movement, emotional, behavioral, and supervision needs
- Appropriate staff positioning to ensure safe supervision during classroom activities, transitions, playground time, gym use, meals, rest periods, and group movement
- Continuous maintenance of required teacher-to-child ratios

A child must never be assumed present without verification. Any uncertainty regarding a child's whereabouts, supervision, attendance, or accountability must be treated as an immediate supervision concern and reported to leadership without delay.

Name-to-Face Accountability

Employees are required to maintain continuous **name-to-face accountability**, meaning staff visually verify each child's presence by matching the child to classroom attendance records and Lumarya's approved child management system (Lillio).

Employees are required to complete name-to-face accountability checks:

- At classroom opening and arrival procedures
- During classroom transitions and room changes
- Before leaving and upon entering playgrounds, gym areas, shared spaces, or outdoor environments
- Prior to and following emergency drills, evacuations, shelter procedures, or emergency relocations
- Before and after major classroom transitions, including restroom breaks, meals, nap/rest periods, outdoor play, gym time, or group movement
- At minimum every two (2) hours using Lumarya's approved attendance verification process through Lillio
- Prior to child release and classroom close-out procedures

Employees are responsible for ensuring classroom attendance records remain accurate, current, and aligned with the physical presence of children at all times.

Classroom Transitions & Movement Expectations



To maintain child safety, supervision, licensing compliance, and ratio requirements, employees are required to actively supervise and physically transition with children during all classroom movements throughout the day.

A classroom transition includes, but is not limited to, movement between classrooms, playgrounds, gym areas, bathrooms, meal areas, nap/rest areas, special activities, outdoor spaces, or any temporary relocation of children.

Employees are required to:

- Physically accompany children during all transitions and actively supervise movement at all times
- Transition themselves and children in Lillio to the correct classroom or activity area to maintain accurate attendance, supervision records, and ratio compliance
- Conduct child counts and name-to-face accountability checks before leaving, upon arrival, and before returning from any activity or transition
- Maintain required staff-to-child ratios during transitions and throughout the activity period
- Position staff appropriately to supervise the front, middle, and rear of groups when transitioning children

Employees may not:

- Leave children unattended or under informal supervision arrangements
- Remain behind in classrooms, hallways, offices, or other locations while children are already transitioning or participating elsewhere
- Assume another classroom or teacher has accepted supervision responsibility without formal transition procedures and Lillio updates
- Delay staff movement while children are already under another staff member's supervision if ratios or accountability may be impacted
- Transfer supervision responsibility informally without ensuring ratios, attendance verification, and documentation requirements are met

Compliance Verification & Accountability

Leadership will routinely verify compliance through classroom observations, transition audits, Gemba walks, Lillio attendance reviews, supervision checks, and licensing readiness inspections.

Failure to maintain supervision, conduct required name-to-face accountability checks, properly transition children and staff, maintain ratio compliance, complete Lillio attendance requirements, or report supervision concerns may result in disciplinary action up to and including immediate probation, suspension, or termination depending on the severity, frequency, and circumstances of the violation.



Performance Reviews

To ensure continuous growth and excellence, Lumarya conducts **structured performance reviews** for all employees on an **annual cycle**.

The process includes:

- **Goal Setting (Q1):** Each employee collaborates with their supervisor to establish measurable goals and key performance metrics for the year.
- **Mid-Year Review (Q2–Q3):** A formal check-in between the employee and supervisor to discuss progress, identify challenges, and adjust goals if needed. All discussions are **documented and acknowledged** by both parties.
- **Year-End Review (Q4):** A comprehensive evaluation conducted by the Leadership Team, assessing overall performance, goal achievement, and professional growth. Ratings and outcomes are communicated to each employee by year-end.

Performance reviews serve as the foundation for determining **merit-based salary adjustments, promotions, and recognition opportunities**.

Merit Increases and Promotions

Lumarya rewards performance through an **annual merit review process**, based on measurable results, teamwork, dependability, and alignment with company values.

Employees who consistently demonstrate excellence, leadership, and a commitment to continuous improvement may be considered for:

- **Merit-based pay increases** (subject to company performance and budget)
- **Promotions or expanded responsibilities** within the Lumarya Haygrade structure
- **Special recognition or incentive programs** for outstanding contributions

All advancement decisions are based on **training, experience, work record, and business needs**. Lumarya is committed to providing every team member with clear growth pathways and the tools needed to achieve their full potential.

Professional Development & Training



At **Lumarya Inc.** we believe that continuous learning is essential to both personal and organizational success. Ongoing professional development strengthens our team, enhances educational quality, and ensures compliance with state licensing requirements.

We are committed to supporting every employee in developing the **skills, knowledge, and confidence** necessary to provide exceptional care and education for our children.

Ongoing Training Requirements

All employees are expected to participate in regular training as part of their professional responsibilities. Training requirements include, but are not limited to:

- Annual completion of required **PDIS (Professional Development Information System)** hours as set by Colorado Department of Early Childhood regulations.
- Participation in **mandatory annual training** covering health and safety, child supervision, mandated reporting, and emergency procedures.
- Attendance at scheduled **staff meetings, in-service training sessions, and professional workshops** offered or sponsored by Lumarya.

Supervisors and the Leadership Team will track training completion to ensure that all staff remain current and compliant with state and company standards.

Leadership & Skill Development

Beyond compliance, Lumarya encourages each team member to pursue **professional growth opportunities** that align with their career goals and the organization's mission.

Employees are encouraged to:

- Enroll in **continuing education** courses or degree programs in early childhood education.
- Participate in **specialized workshops** on classroom management, curriculum planning, or child development.
- Explore **leadership training** and mentorship opportunities to prepare for advancement into senior or management roles within Lumarya.
- Take part in **cross-training** to develop a broader understanding of center operations and strengthen teamwork across classrooms.

Performance Connection



Professional development is directly linked to Lumarya’s **Performance Review and Merit System**. Training completion, skill growth, and demonstrated application of new learning are key factors in evaluating:

- **Annual performance reviews**
- **Merit-based increases and promotions**
- **Eligibility for leadership or specialized roles**

Employees are expected to take an active role in identifying their development needs, while the Leadership Team provides support through coaching, guidance, and access to resources.

Company Support

Lumarya may provide **financial or scheduling support** for approved professional development opportunities, based on budget availability and business needs.

All training requests must be pre-approved by the **President/VP and Center Director** to ensure alignment with company objectives and licensing requirements.

At Lumarya, we view professional development not as a requirement, but as a shared commitment — a promise to nurture the minds of our educators so they can continue to inspire the futures of our children.

Discipline Policy

Employment Discipline Policy

At **Lumarya Inc.** we maintain the highest standards of professionalism, safety, and integrity. To uphold these standards, Lumarya reserves the right to **discipline and/or terminate any employee** who violates company policies, procedures, or behavioral expectations.

Disciplinary action may result from **policy violations, misconduct, or poor performance**. The type and severity of disciplinary action will depend on the nature of the incident and the surrounding circumstances.

Examples of Unacceptable Conduct

The following behaviors are strictly prohibited and may result in corrective action, probation, or termination. This list is not exhaustive but represents conduct inconsistent with Lumarya’s values and policies:



- Abusive behavior or mistreatment of children
- Endangering the safety or well-being of children
- Failure to properly supervise children
- Inappropriate discipline or language toward children
- Failure to report illness, injury, or accident involving a child
- Violation of confidentiality or nondisclosure agreements
- Conflict of interest or breach of trust
- Excessive or repeated absenteeism or tardiness
- Failure to follow safety, health, or security procedures
- Theft, vandalism, or destruction of property
- Falsification of employment records or timekeeping
- Inappropriate conduct in front of children, including raised voices, profanity, or gossip
- Mismanagement of classroom or curriculum activities
- Inappropriate use of technology or excessive screen time for children
- Poor hygiene or failure to maintain professional appearance
- Failure to comply with company policies or directions from leadership

Lumarya reserves the right to determine the severity of any incident and apply the appropriate level of discipline as deemed necessary.

Progressive Discipline Process

Lumarya Inc. is committed to maintaining a safe, professional, compliant, and high-quality environment for children, families, and employees. When appropriate, the Company utilizes a progressive discipline process to provide employees with an opportunity to correct behavior, improve performance, and meet workplace expectations. However, employment remains at-will, and corrective action may vary depending on the circumstances.

1. Coaching and Verbal Warning

For minor performance concerns, policy violations, or conduct issues, an employee may receive coaching and/or a verbal warning. Supervisors will discuss the concern, expectations for improvement, and corrective actions required. Documentation of the discussion may be maintained in the employee's personnel file.

2. Written Warning

If concerns continue, performance does not improve, or additional violations occur, the employee may receive a written warning outlining the issue, expected corrective actions, performance expectations, and timeline for improvement.

3. Probationary Corrective Action

Continued noncompliance, recurring concerns, performance deficiencies, attendance issues, policy violations, or conduct concerns may result in placement on a corrective action probation period of up to seventy-five (75) days. During probation, employees are expected to demonstrate



immediate and sustained improvement, full compliance with company policies, and consistent job performance.

4. Further Corrective Action or Separation of Employment

Failure to improve, repeated violations, recurrence of similar behavior, failure to meet probation expectations, or additional conduct concerns during or after probation may result in further disciplinary action, up to and including termination of employment.

5. Successful Completion of Corrective Action

Successful completion of a probationary period does not erase prior documented concerns; however, demonstrated improvement and sustained compliance will be considered in future performance evaluations and employment decisions.

Management Discretion / Immediate Corrective Action

The Company reserves the right, at its sole discretion, to skip any step in the progressive discipline process, repeat steps, accelerate corrective action, place an employee on immediate probation, suspend an employee, or terminate employment immediately depending on the nature, severity, frequency, or circumstances of the conduct or performance issue.

Examples include, but are not limited to: child safety concerns, supervision failures, licensing or compliance violations, dishonesty, falsification of records, neglect of duties, harassment, inappropriate conduct, repeated attendance issues, insubordination, gross misconduct, policy violations, or any behavior that places children, coworkers, families, or the Company at risk.

Nothing in this policy alters the at-will nature of employment or creates a guarantee of continued employment.

Send Home Policy

Lumarya is committed to maintaining professionalism, hygiene, and safety in the workplace. Employees may be **sent home without pay** for the remainder of the day if the following issues arise:

- **Hygiene Issues:** Personal cleanliness or odor concerns that do not meet hygiene standards.
- **Clothing Issues:** Violation of dress code, inappropriate attire, or safety concerns.
- **Policy Violations:** Repeated or serious disregard of the Lumarya Code of Conduct or safety policies.

Employees are expected to correct the issue and may return to work once they are in compliance.

Director's Discretion



Directors and members of the Leadership Team have the discretion to **end probation early** if the employee demonstrates substantial improvement or meets all expectations ahead of schedule.

Termination

Employment with **Lumarya Inc.** is **at-will**, meaning that either the employee or the company may terminate employment at any time, with or without cause or notice.

When employment ends, all employees are expected to maintain professionalism and support a smooth transition process.

Standard Termination Requirements

Upon termination — whether voluntary or involuntary — employees are required to:

- Continue working through their final scheduled day unless otherwise approved by the Leadership Team.
- Complete all reports, documentation, and assigned work before departure.
- Return all company property, including files, equipment, keys, uniforms, and access cards.
- Participate in an **exit interview** if requested by the Leadership Team.

Leadership Roles – Transition Period

For employees in **leadership positions (Director or Assistant Director)**, Lumarya may require an extended transition period, generally up to **four (4) weeks**, to allow for:

- Effective handover of operational and administrative duties.
- Training or orientation of a replacement.
- Maintaining stability and continuity of center leadership.

The specific length and structure of the transition period will be determined collaboratively between the departing leader and the Lumarya Leadership Team based on business needs.

Resignation / Voluntary Separation

Employees who choose to resign are expected to provide at least **two (2) weeks' written notice** to their supervisor. This notice period allows adequate time for scheduling adjustments, transition planning, and maintaining continuity of care for our children and families.

Exception for Leadership Roles:

Employees in leadership positions — including **Director and Assistant Director** — are required



to provide a minimum of **four (4) weeks' written notice** prior to resignation. This extended notice period ensures a smooth transition of leadership responsibilities and uninterrupted operational management.

All employees must continue to perform their duties and comply with all company policies during their notice period.

Failure to provide the required notice may result in the employee being **ineligible for rehire** with Lumarya.

As permitted by law, any outstanding balances owed to the company for property, services, or unreturned items may be **deducted from the employee's final paycheck** if payment has not been made prior to the last day of employment.

Final Paycheck

Departing employees will receive their **final paycheck on the next regular payday** following their last day of work.

If the employee cannot collect it in person, the check will be **mailed to the address on file**.

Return of Company Property

All company property — including computers, tablets, keys, uniforms, identification badges, access cards, and proprietary materials — must be returned upon separation.

Employees are responsible for any lost or damaged items, and the company reserves the right to recover the replacement cost through appropriate means.

Would you like me to add a brief **“Employee Acknowledgment”** paragraph at the end (for signature or digital acknowledgment in onboarding packets) confirming that the employee has read and understands the discipline and termination policy?

Health & Illness Policy

Employee Illness

At **Lumarya Inc.** maintaining a healthy and safe environment for children and staff is our top priority.



Employees who are ill must be **excluded from the center** if they:

- Are unable to perform their essential job functions;
- Display symptoms of a **contagious or communicable disease**; or
- Pose a potential health risk to children, families, or coworkers.

Directors and supervisors are responsible for observing employees throughout the day for signs of illness and may send employees home if symptoms develop or worsen during their shift.

Employees are expected to:

- Promptly **notify their supervisor** if they experience symptoms of illness or infection;
- Seek appropriate medical guidance when necessary; and
- Follow all **return-to-work procedures** before resuming duties.

Failure to report symptoms or returning to work prematurely may place others at risk and result in corrective action.

Employees Handling Food

Employees involved in food preparation or handling must take **extra precautions** to prevent the spread of foodborne illness, especially given the vulnerability of young children under age five and those with weakened immune systems.

Food-handling activities include preparing, mixing, portioning, and feeding food or bottles to infants and toddlers.

Employees must **immediately notify their supervisor** and **refrain from food-handling duties** if they experience any of the following symptoms or conditions:

- **Vomiting**
- **Diarrhea**
- **Jaundice (yellowing of the skin or eyes)**
- **Sore throat with fever**
- **Open or draining wounds** that cannot be fully covered with a **waterproof bandage**, particularly when located:
 - On hands or wrists
 - On exposed portions of the arms
 - On other body areas that may come into contact with food or food surfaces

Supervisors will reassign affected employees to non-food-related duties or send them home until medically cleared to return.



Determining “How Sick Is Too Sick?”

When determining whether an employee (or child) should be excluded from the center, Lumarya will consider:

- The nature and severity of the symptoms;
- The presence of contagious illnesses within the center or community;
- Current **public health guidance** from the Colorado Department of Public Health & Environment (CDPHE); and
- The individual’s ability to safely participate in regular activities without compromising others’ health.

Employees (and children) should remain at home if any of the following conditions apply:

- They **pose a risk of transmitting** COVID-19 or another contagious illness due to symptoms or confirmed exposure;
- They **do not feel well enough** to participate in daily activities;
- Their symptoms require **more care than supervisors can safely provide** while maintaining staff-to-child ratios; or
- They are exhibiting **symptoms listed under CDPHE’s exclusion guidelines**, including but not limited to fever, persistent cough, vomiting, diarrhea, or unexplained rash.

COVID-19 and Communicable Disease Protocol

In accordance with Colorado public health guidance:

- Any employee showing **COVID-19–related symptoms** should **test promptly** and **follow isolation or quarantine requirements** as directed.
- Employees who test **positive for COVID-19** must remain home until they meet current **CDPHE return-to-work criteria**.
- If an employee tests **negative**, they should follow standard illness protocols based on their specific symptoms or diagnosis.

Lumarya will continue to update health and exclusion policies as state and local health regulations evolve.

| Guidance for COVID-19 Symptoms | Employee or child must stay home? |
|--|---|
| COVID-19 symptoms which must be fully | Yes – These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a |



resolved

before a child or staff member returns to school

- **Feeling Feverish, having chills or Fever**

(Temperature of 100.4°F or greater.

Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher)

- **Shortness of breath or difficulty breathing**
- **Nausea, Vomiting/Throwing Up**
- **Diarrhea**
(Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine)
- **Cough***

diagnostic test for COVID-19.

When to seek emergency medical attention

- **Trouble breathing**
- **Persistent pain or pressure in the chest**
- **New confusion**
- **Inability to wake or stay awake**
- **Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone**

These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.

If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance,

<https://covid19.colorado.gov/isolation-and-quarantine>. Further guidance for the school or child care can be found at

<https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.

If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.

*Students and staff may return if the cough is not fully resolved following discussion with a care provider.

- **Sore throat**
- **Runny nose or congestion**

the child is otherwise well enough to return to school, no further evaluation is necessary.

If the diagnostic COVID test is positive, or the individual has not yet been



- **Muscle or body aches**
- **Headache**
- **Fatigue**
- **New Loss of Taste or Smell****

tested, the individual should follow CDPHE's isolation guidance, <https://covid19.colorado.gov/isolation-and-quarantine>. Further guidance can be found at <https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance>.

If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.

If the COVID test is negative and the illness is **not** explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.

**Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.



| Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test | Employee or child must stay home? |
|---|---|
| <p>Diarrhea</p> <p>Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.</p> | <p>Yes – Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or childcare 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> |
| <p>Fever</p> <p>Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.</p> | <p>Yes – The child or staff member may return to school or childcare if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> |
| <p>Flu-like Symptoms</p> <p>Fever</p> <p>Sore throat</p> <p>Runny nose or congestion</p> | <p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p> |
| <p>Vomiting/Throwing Up</p> | <p>Yes – Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p> |



| Guidance for Specific Diagnosed Illnesses | Employee or child must stay home? |
|---|---|
| Chicken Pox | Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period. |
| Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge | No – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment. |
| COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test) | Yes – children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE’s isolation guidance . Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools . |
| Fifth’s Disease (parvovirus) | No – the illness is no longer contagious once the rash appears. |
| Hand Foot and Mouth Disease (Coxsackie virus) | No - unless the child or adult meets other exclusion criteria, is drooling uncontrollably and has mouth sores or is not able to take part in usual activities. |
| Head Lice or Scabies | Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. |
| Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli | Yes – children and staff may return to school or child care when cleared by the health department. |
| Herpes | No - unless there are open sores that cannot be covered or there is uncontrollable drooling. |
| Impetigo | Yes – children and adults need to stay home until 24 hours after antibiotic treatment has started. |
| Influenza | Yes - children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms |



| | |
|------------------|---|
| | have been improving for 24 hours. |
| Norovirus | Yes – exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. |
| Ringworm | Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact. |



| Guidance for Specific Diagnosed Illnesses | Employee or child must stay home? |
|---|---|
| Roseola | No - unless there is a fever or behavior changes. |
| Croup, RSV (Respiratory Syncytial Virus) | Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours. |
| Strep Throat | Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. |
| Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough) | Yes – Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary. |
| Yeast Infections Thrush or Candida diaper rash | No - follow good hand washing and hygiene practices. |
| Other Symptoms or illnesses not listed | Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines). |

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20. Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022. Colorado Department of Public Health and



Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

Updated November 2022



The above information and table was acquired by Colorado Department of Public Health & Environment and is not the property of Lumarya, but to be used as a helpful guide.

Employee Safety

Overview

At **Lumarya Inc.** the safety and well-being of our children, families, and staff are our **highest priority**.

Every employee shares responsibility for maintaining a safe, secure, and prepared environment at all times.

Emergency Procedures & Preparedness

Each classroom, common area, and designated work area is equipped with an Emergency Procedures Booklet and/or emergency response materials outlining step-by-step procedures for a variety of potential emergency situations.

All employees are required to become familiar with these procedures upon hire and maintain ongoing knowledge of emergency response expectations as part of their job responsibilities. Employees are expected to respond promptly, professionally, and in accordance with Lumarya Inc.'s established emergency preparedness procedures during any emergency event, drill, evacuation, or safety incident.

All staff are required to actively participate in scheduled emergency drills, safety exercises, refresher trainings, and emergency preparedness activities. These activities are designed to ensure employees can respond quickly, safely, and confidently while maintaining child supervision, name-to-face accountability, and ratio compliance during emergency situations.

Emergency preparedness activities may include, but are not limited to:

- Fire Evacuation Drills
- Tornado and Severe Weather Drills



- Lockdown Procedures
- Active Shooter / Intruder Response Drills
- Shelter-in-Place Procedures
- Playground Emergency Response Procedures
- Emergency Classroom Relocation Procedures
- Fire Extinguisher Training and Safety Checks
- Child Accountability and Emergency Attendance Verification Procedures
- First Aid, CPR, and other safety-related training as assigned

Employees are required to maintain active supervision and name-to-face accountability of children during all emergency situations, drills, evacuations, classroom relocations, and outdoor emergency responses. Staff must ensure children and employees are transitioned appropriately in Lillio when required and that attendance accountability procedures are followed throughout the emergency event.

Lumarya Inc. may issue, revise, or update emergency preparedness procedures, operational safety manuals, emergency response guides, playground safety procedures, evacuation plans, or related training materials from time to time to maintain licensing compliance, operational readiness, and child safety standards. Such materials may be issued as separate manuals, policies, classroom postings, training documents, or handbook appendices and are incorporated into this Handbook by reference. Please refer to Lumarya's Connecteam Platform for the online courses (*Lumarya Emergency Procedure & Playground Safety Training courses*) as well as the Appendix section of this handbook for access to the training documents. All training material is also located at the [Staff Portal](#) page for Lumarya

Employees are expected to review, acknowledge, and comply with all emergency procedures and training requirements as a condition of employment.

Failure to follow emergency procedures, participate in required drills or trainings, maintain child supervision and accountability, or comply with safety expectations may result in disciplinary action up to and including immediate termination depending on the severity and circumstances of the violation.

Workplace Safety & Security

Lumarya complies with all **federal, state, and local workplace safety regulations**.

Employees are expected to uphold these standards by maintaining vigilance, using proper safety practices, and reporting concerns immediately.

Employees must report immediately to their supervisor:



- Any **unsafe condition, hazard, or work practice** observed on site.
- Any **accident or injury**, no matter how minor.
- Any **equipment malfunction or damage** that may pose a safety risk.

Every staff member is expected to **exercise caution, follow safety protocols, and use good judgment** in all activities.

Employees should remain alert and aware of their surroundings at all times, taking every precaution to ensure the safety of themselves, their coworkers, and the children in their care.

The **Leadership Team** will continue to communicate any updates or changes to **health and safety protocols**, including ongoing policies related to **COVID-19 or other public health emergencies**.

Violence in the Workplace

Workplace violence of any kind will not be tolerated.

This includes, but is not limited to, acts or threats of:

- Physical aggression
- Intimidation or coercion
- Harassment or verbal abuse
- Vandalism or damage to property

Any behavior that creates fear or threatens the safety of others is a serious violation of company policy and may result in **immediate disciplinary action, up to and including termination**.

Employees who experience or witness any form of workplace violence should immediately notify their **supervisor, Director**, or a member of the **Leadership Team**. All reports will be taken seriously and handled confidentially to the fullest extent possible.

Visitors in the Workplace

Visitor Policy

For the safety of our children, staff, and families, **only authorized visitors** are permitted in the center. All visitors must enter through the **main lobby** and **sign in and out** at the front desk using Lumarya's Lobbytrack digital app

Visitors must present a **valid government-issued photo ID** before being granted access. Any unfamiliar person attempting to pick up a child must have their identity **verified by staff** against the child's authorized pick-up list before the child is released.



Lumarya reserves the right to deny access to any individual who does not follow visitor procedures or poses a potential safety concern.

Visitor Pass Procedure

To ensure all visitors are easily identifiable, Lumarya uses a **Visitor Pass Sticker System**.

Procedure:

1. After signing in, visitors will receive a **Visitor Pass Sticker** from the front desk.
2. The sticker must be **filled out completely** and **worn visibly** at all times while in the center.
3. Each sticker must include:
 - Visitor's full name
 - Initials of the child they are visiting (if applicable)
 - Time of entry
 - Date of visit

If the visitor is **not visiting a child**, the “child initials” line should be marked with an **X**.

Who Receives a Visitor Pass Sticker

A visitor pass is required for anyone in the building for:

- Tours
- Staff or parent interviews
- Licensing or inspection visits
- Therapy or special service appointments
- Maintenance or repair work
- Parent engagement events
- Extended visits or classroom observations

A visitor pass **is not required** for parents or guardians arriving briefly to pick up or drop off children.

If a person is observed in the building without a visible visitor pass, notify a **Director immediately**. The Director will escort the visitor back to the lobby to obtain proper authorization.

This policy does **not replace the sign-in/sign-out sheet**; the sticker serves as a visual confirmation that a visitor is approved to be on the premises.



Personal Property & Storage

Lumarya provides each employee with an individual locker located in the Teachers' Lounge for the safe storage of personal belongings.

To maintain a safe and professional environment, the following guidelines apply:

Personal Item Requirements

- All personal belongings must be stored inside the employee's designated locker at all times.
- Personal items—including purses, backpacks, cell phones, food, drinks, jackets, and other belongings—are not permitted in classrooms or any child-accessible areas.
- Items that may pose a safety risk, such as medication, scissors, nail clippers, keys, or any hazardous materials, must be locked away in the employee's locker and never left unattended.

Safety and Cleanliness

- Lockers must be kept organized, clean, and regularly emptied. Employees should remove personal items from lockers at the end of each week or as needed to maintain a hygienic and clutter-free environment.
- Staff should not store perishable food items in lockers overnight.

Liability

Lumarya is not responsible for lost, damaged, or stolen personal property brought to the workplace.

To minimize risk, employees are encouraged to bring only essential items to work and secure them properly in their assigned lockers.

Weapons on Premises

Lumarya maintains a **strict no-weapons policy** to ensure a safe, nonviolent environment for all employees, children, and visitors.

Weapons and firearms — as defined by law or company policy — are **strictly prohibited** on company property at all times, including parking areas, classrooms, and administrative spaces.



Any weapon found on the premises will be **confiscated immediately**, and possession of such items may result in **disciplinary action or termination**, as well as notification of local authorities if required by law.

Receiving and Administering Medication

Medication Acceptance

Only **authorized administrative staff** may accept medications from parents or guardians. Employees — even those who are medication administration certified — must **not personally accept** medications in classrooms. Parents should be directed to a **Director or Assistant Director** for all medication drop-offs.

Medication Requirements

All medications, whether prescription or over-the-counter, must meet the following criteria:

- Be **unexpired** and in the **original container**.
- Prescription medications must include a **pharmacy label** with the child's **first and last name**.
- The **Medication Authorization Form** must be completed and signed by the child's **licensed healthcare provider** and **parent/guardian**, including:
 - Child's name
 - Physician's name, phone number, and signature
 - Name, dosage, and route of medication
 - Time and frequency of administration
 - Duration of authorization
 - Purpose of medication
 - Possible side effects or reactions
 - Any special instructions

For **long-term medications**, authorization forms must be **updated annually** or sooner if there are changes in dosage, medication, or instructions.

Storage and Security

- All medications must be **locked in the administrative office**, inaccessible to children but available to trained staff.
- **Controlled substances (e.g., pills)** must be counted, logged, and secured. Only **administrative staff** may administer these.



- **Children are not permitted** to carry medications or keep them in their belongings.
-

Topical Applications

Parents will need to provide their child's sunscreen on the first day. If a child does not have sunscreen, Lumarya Inc. will need the parent/s to sign a sunscreen waiver form.

All other topical solutions (ointments, creams, etc.) will need to be prescribed by a doctor for Lumarya Inc. (dba Little Mountain Climbers) to apply the solution. If you have any questions regarding this policy, please see the center director.

Documentation

Each administration of medication must be recorded in the child's **Medication Log**, which becomes part of the child's permanent record.

Entries must include:

- Date and time given
- Dosage administered
- Name of administering staff member
- Any observed side effects or comments

Only **staff who are Medication Administration Certified and CPR-certified** may administer medication to children.

Employee Communications

At **Lumarya Inc.** open communication is the foundation of a positive, collaborative workplace. We believe that when every team member has a voice, we grow stronger together — as educators, caregivers, and professionals.

Town Hall Meetings

Lumarya hosts a **Town Hall Meeting** for all employees at least once a year. This is an opportunity for the **Leadership Team** to:

- Share progress toward company goals and initiatives



- Discuss upcoming projects, improvements, or center developments
- Recognize outstanding team performance
- Address employee questions and feedback in an open, inclusive setting

These sessions help ensure transparency, build trust, and keep everyone aligned with Lumarya's mission and vision.

Agendas and discussion topics are shared in advance to encourage participation and meaningful dialogue.

Skip-Level Meetings (Quarterly)

In addition to regular staff meetings, Lumarya promotes open access to leadership through **Skip-Level Meetings**, held **quarterly** on either a one-on-one or small-group basis.

These sessions allow employees to speak directly with members of the **Leadership Team**, bypassing the traditional reporting structure when appropriate.

The purpose is to:

- Strengthen communication between staff and leadership
- Encourage honest, constructive feedback
- Identify opportunities for improvement
- Foster mentorship and professional connection

Annual Employee Trainings

Each year, Lumarya provides mandatory and ongoing training to ensure compliance, safety, and continuous professional development.

Training topics include, but are not limited to:

- Annual Employee & Parent Handbook Updates
 - Includes **Code of Conduct Training**
- **Child and Adult Care Food Program (CACFP)** Guidelines
- **ITERS & ECERS** Assessment Practices
- **Lumarya and Colorado State Policies & Procedures**
- **Trauma-Informed Care Training** and child development best practices

These annual training courses ensure all staff are well-equipped, knowledgeable, and aligned with Lumarya's educational and operational standards.



Media Inquiries

To maintain consistent and accurate public messaging, employees are **not authorized** to speak to the media on behalf of Lumarya.

All media inquiries, requests for statements, or press interactions must be **referred to a Director or member of the Leadership Team** immediately.

Parent–Teacher Conferences

To foster strong relationships with families, Lumarya conducts **Parent–Teacher Conferences twice annually**, typically in **April and October**.

These conferences are led by the classroom’s **Lead Teacher** and provide an opportunity to:

- Review each child’s developmental progress
 - Share observations and achievements
 - Collaborate with families on growth goals and strategies
-

Suggestions and Feedback

Lumarya encourages all employees to share ideas, recommendations, or concerns that can improve our workplace or enhance services for families.

Employees may submit suggestions directly to their **supervisor or any member of the Leadership Team**.

Every suggestion is valued and reviewed with thoughtful consideration.

Closing Statement

At Lumarya, communication is more than an exchange of information — it’s the foundation of trust, respect, and teamwork.

We encourage every employee to stay informed, speak openly, and participate actively in discussions about our mission, policies, and shared goals.

Together, we build a culture of transparency, collaboration, and continuous improvement.



Revision :

Baseline 1.0 : 09/29/2025

Rev 2.0: 11/14/2025 – Change of organization structure /personal property storage

Rev 3.0 05/27/2026 –“Supervision of Children” , HR, IT updates



Appendix :

<https://lumarya.inc/internal-staff-portal/>