



EMPLOYEE HANDBOOK

CRANBERRY TOWNSHIP, PA

'Docendo discimus - by teaching, we learn'



Ready Roos LLC
20510 Rt 19., Suite 106
Cranberry Township PA
16066

724-591-8882
director@readyroos.com

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Belief Statement

Preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹.

Posted on the Pennsylvania Keys website², announcement C-22-03, addresses new certification requirements for childcare providers to develop a policy and procedure to identify the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

More specifically, all staff persons are required to complete professional development in all the health and safety training requirements which includes, prevention of shaken baby syndrome, abusive head trauma, and child maltreatment within 90 days of hire. All childcare staff must also complete an annual minimum of 12 clock hours of childcare training in the health and safety training requirements.

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

¹ The National Center on Shaken Baby Syndrome, www.dontshake.org

² PA Keys - <https://www.pakeys.org/c-22-03/#:~:text=This%20requires%20all%20child%20care,staff%20caring%20for%20children%20unsupervised>

³ Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461

⁴ Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf



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Reporting:

- Instances of suspected child maltreatment in childcare are reported to Childline, by calling 1-800-932-0313.

Prevention strategies to assist staff in coping with a crying, fussing or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies⁵:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provides support when parents/guardians are trying to calm a crying child and to encourage parents to take a calming break if needed.

Prohibited behaviors.

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair or car seat
- pushing a child into walls, doors or furniture

Strategies to assist staff members in understanding how to care for infants.

Staff reviews and discusses:

- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

⁵ Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques

⁶ Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>



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Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within the first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age.

Training topics included in the PD Registry are, but not limited to:

- Prevention of Shaken Baby Syndrome and Abusive Head Trauma - This course focuses on reducing a baby's risk of shaken baby syndrome and abusive head trauma both at home and in childcare settings.
- Shaken Baby Syndrome - This course addresses the importance of understanding and preventing child abuse associated with Shaken Baby Syndrome. Upon successful completion of this course, students should be able to define Shaken Baby Syndrome, identify the occurrence and the causes of Shaken Baby Syndrome and identify the symptoms of Shaken Baby Syndrome and what to do when Shaken Baby Syndrome is suspected.
- Protecting Infants: Reducing the Risk of SIDS and Shaken Baby Syndrome - This course is designed to increase participants' knowledge about ways they can protect infants from the risks of sudden infant death syndrome (SIDS) and shaken baby syndrome (SBS). Throughout the course participants will be introduced to risk reducing and preventative strategies designed to keep infants safe. The information provided will also prepare participants to share this life-saving information with families.

Training topics included in Better Kid Care, Penn State Extension:

- Get started with Center Based Care – Revised 2022
- Staff review and discuss:
- Brain Development from Birth video, the National Center for Infants, Toddlers and Families: www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child: developingchild.harvard.edu/resources/inbrief-science-of-eed/

Resources

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Caring for Our Children Basic Health and Safety Foundations for Early Care and Education: https://www.acf.hhs.gov/sites/default/files/documents/eed/caring_for_our_children_basics.pdf



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Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

Communication

Staff

- Within 30 days of adopting this policy, the childcare facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The childcare facility shall keep the signed **SBS/AHT staff acknowledgement** in the staff member's file.

Parents/Guardians

- This policy will be made available to parents in the Parent Handbook and Agreement, as well as on the Ready Roos website.

Staff acknowledgement:

I _____ (staff name) acknowledge that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy given/explained to staff person

Staff signature

Date

Shaken Baby Syndrome

Please sign and print this page

LEARNING BEYOND CURRICULUM

Introduction

We are excited to introduce you to our new early learning curriculum from Learning Beyond Paper, Inc.! Developed by leaders in early learning with decades of experience in organizations such as the Department of Education, early learning coalitions, school districts, and as owners, directors, and teachers, Learning Beyond offers innovative curriculum solutions you can access in real-time 100% online - no more binders and endless papers!

As a social-constructivist curriculum, LB is designed to create learning opportunities for children through peer-based activities and intentional interactions with their teachers. Science, Technology, Engineering, Arts and Mathematics (STEAM) is a focus throughout each activity starting from infancy.

You will get access to 52 weeks of Lesson Plans and over 4,000 Daily Activities in a developmental progression for infants, younger toddlers, older toddlers, preschoolers, and pre-kindergarten, with integrated standards and early learning domains. Daily Activities include learning objectives, material lists, and open-ended questions to guide instruction, all in one easy-to-use, organized view. Lesson Plans and Daily Activities are carefully crafted to meet the development needs of each child, including learning support, and social-emotional development. Material lists are available and easily accessible for teachers and administrators, with fulfillment convenient kits available from Lakeshore Learning!

From the convenience of a tablet, you can select learning topics, activities and navigate groups instantly. Each activity can be adjusted to meet the individual child's learning level and goals.

Daily Activities include @HomeConnections Newsletters you can download and share with families to help keep them informed and engaged. A Teacher Reflections tool is included to help you collect information about what goes on in your classroom or learning environment – reflect on the why behind your activities, how the children respond and easily share this information with your Administrators.

Learning Beyond also includes training that is built into each Daily Activity, PLUS a comprehensive Teacher's Guide you'll have at your fingertips, along with training webinars! Watch all 10 webinars and you will receive 1-hour of in-service! Professional Development is available throughout the year! View pre-recorded sessions and register for live webinars held during the day, evenings, and weekends.

Welcome to Learning Beyond Curriculum! To get started, visit LearningBeyondPaper.com/Getting-Started. You can also sign up for a 30-Minute Teacher Training with an Educational Advisor from Learning Beyond [HERE: https://calendly.com/learningbeyond/teacher-training](https://calendly.com/learningbeyond/teacher-training). If you have any questions, you can contact the Learning Beyond team at 1-833-452-7669 or email them at support@learningbeyondpaper.com. They are available to support you every step of the way!

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With Learning Beyond Curriculum, you will get access to:

- 52 weeks of Lesson Plans for infants, younger toddlers, older toddlers, preschoolers, and pre-kindergarten age groups
- Over 4,000 Daily Activities in a developmental progression with integrated standards and early learning domains
- Daily Activities include learning objectives and open-ended questions to guide instruction
- Material lists with fulfillment convenient kits available from Lakeshore Learning
- @HomeConnections Newsletters to share with families
- Teacher Reflections tool
- Training that is built into each Daily Activity
- Teacher's Guide with training webinars
- Professional Development is included!
- And so much more!

To begin, visit [LearningBeyondPaper.com/Getting-Started](https://learningbeyondpaper.com/getting-started) for quick- start resources and how-to videos.

You can also sign up for a 30-Minute Teacher Training with an Educational Advisor from Learning Beyond [HERE: https://calendly.com/learningbeyond/teacher-training](https://calendly.com/learningbeyond/teacher-training).

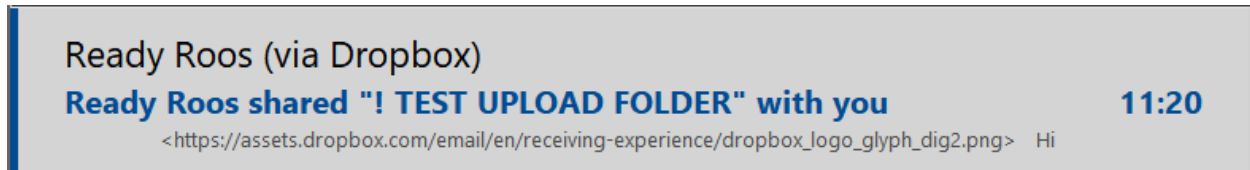
If you have any questions, you can contact the Learning Beyond team at 1-833-452-7669 or email them at support@learningbeyondpaper.com. They are available to support you every step of the way!



Dropbox

Adding files to Ready Roos Dropbox

When Ready Roos shares a folder on Dropbox, the recipient will receive an email notification as shown below:



Once received, click open the email to see the following:



Hi Steve,

Ready Roos (admin@readyroos.com) invited you to edit the folder "**! TEST UPLOAD FOLDER**" on Dropbox.

Ready said:

"Test"

[Add to Dropbox](#)

Enjoy!

The Dropbox team



Dropbox

Adding files to Ready Roos Dropbox

After clicking “Add to Dropbox”, you’ll see the following:

Ready Roos wants to share the folder **! TEST UPLOAD FOLDER** with you

Sign up to access the folder Ready Roos shared

To keep **! TEST UPLOAD FOLDER** secure, we need to confirm your identity.

First name

Last name

Email

Password

By selecting "Agree and Sign up" I agree to the [Dropbox Terms](#). Learn about how we use and protect your data in our [Privacy Policy](#).

Agree and Sign up



Continue with Google

or [Sign in](#)

You’ll see your email address prepopulated. Add your First & Last name and a password, then click “Agree and Signup”.

Dropbox

Adding files to Ready Roos Dropbox



Try out the best of Dropbox for free

We'll remind you when you have a few days left in your trial. ⓘ

Just need storage?

[View plans](#)

Dropbox Plus

✦ Recommended

Personal

👤 1 user

[Try free for 30 days](#)

[or purchase now →](#)

- 🕒 2,000 GB of encrypted cloud storage
- 🗄️ Free up your hard drive automatically
- 📱 Link as many devices as you need
- 🕒 30-day accident, theft, and disaster recovery

Dropbox Essentials

Professional

👤 1 user

[Try free for 30 days](#)

[or purchase now →](#)

- 🕒 3,000 GB of encrypted cloud storage
- 📄 Edit and sign PDFs to finalize agreements
- 📊 Gain insights and analytics on shared files
- 📺 Record, review, and edit video
- 🕒 180-day accident, theft, and disaster recovery

Dropbox Business

Team

👥 3+ users

[Try free for 30 days](#)

[or purchase now →](#)

- 🕒 9,000 GB or more of encrypted cloud storage
- ✍️ Send, sign, and track important agreements
- 📺 Record screens to communicate better
- 👥 Team admin console for storage, signatures, and document analytics
- 🕒 180-day accident, theft, and disaster recovery

[Continue with 2 GB Dropbox Basic plan](#)

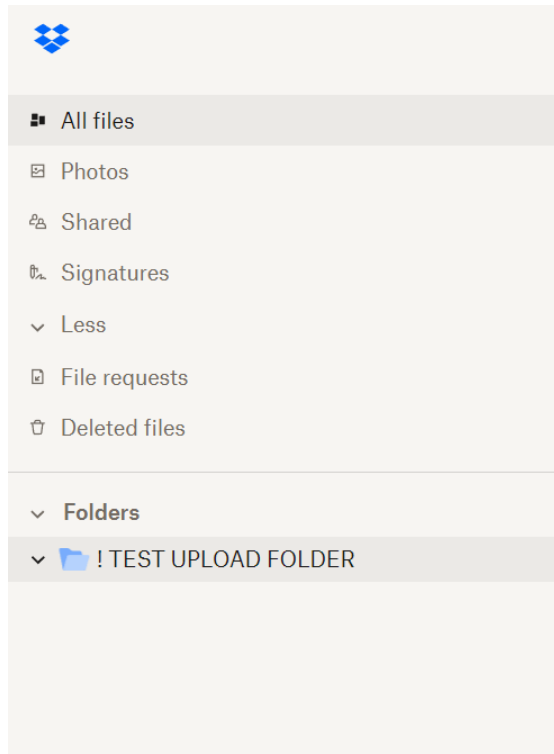
There's no need to be setting up accounts, just click on the ["Continue with 2 GB Dropbox Basic Plan"](#) as shown above. This will then navigate you to the following:



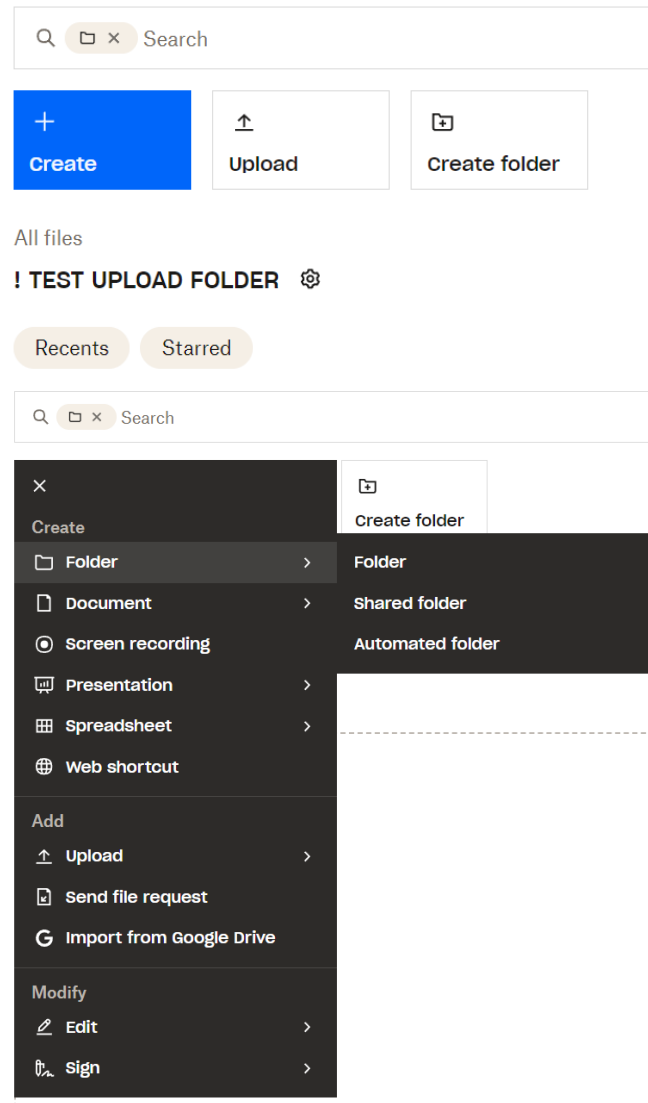
Dropbox

Adding files to Ready Roos Dropbox

You'll see the folder that you've been given shared access to:



You'll see the details below that allow you to search for content (not needed) or create stuff. You don't actually need to create anything as you can upload content to the folder as it is.

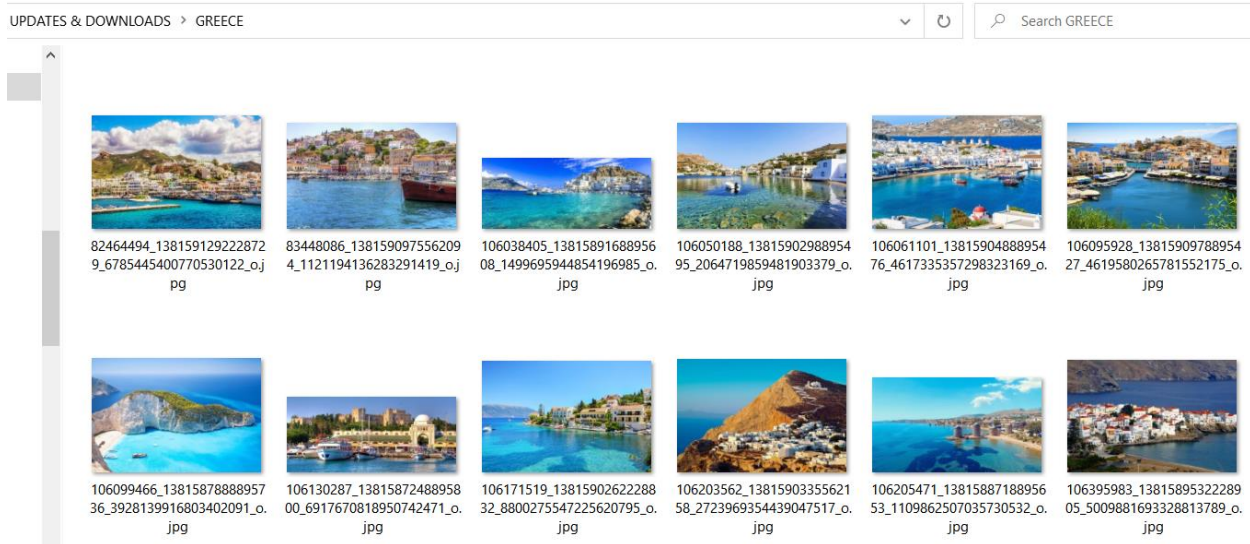


Dropbox

Adding files to Ready Roos Dropbox



Next step is to put all the content you wish to upload into a folder on your computer like below:



Once all content is in one place, click to select each of the items to be uploaded then drag them across to the online folder as shown below:

All files

! TEST UPLOAD FOLDER

Recents

Starred



When you drag the files across to the folder using the mouse, you'll notice the dotted lines turn blue. When the lines are blue, you may release the mouse button and the files will upload to the folder.



Drop files here to upload, or use the 'Upload' button

More ways to add content

Access this folder from your desktop

Import from Google Drive

Request files to be added to this folder

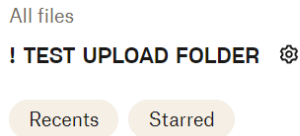
Share and manage access to this folder



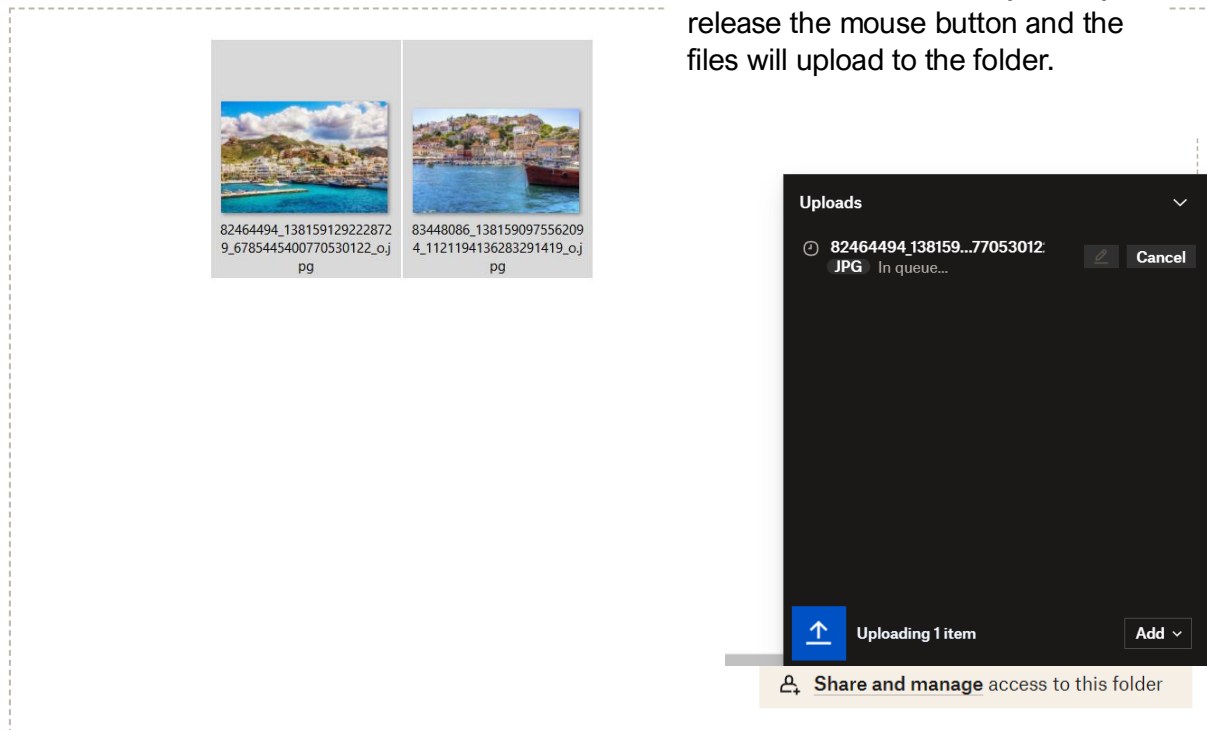
Dropbox

Adding files to Ready Roos Dropbox

You'll see the following as the files are uploaded:



When you drag the files across to the folder using the mouse, you'll notice the dotted lines turn blue. When the lines are blue, you may release the mouse button and the files will upload to the folder.



You'll see the following as the files are uploaded:

Once you've uploaded all the content required, you may close the browser and you're done!

Any questions, please reach out – Steve 412 889 0881



Curriculum Solutions for Today's Teachers | Infants to Pre-K

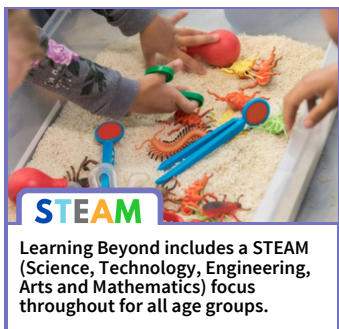


Welcome Teachers to Learning Beyond Curriculum!

We are excited to introduce you to our new early learning curriculum from Learning Beyond Paper, Inc.! Developed by leaders in early learning with decades of experience in organizations such as the Department of Education, early learning coalitions, school districts, and as owners, directors, and teachers, Learning Beyond offers innovative curriculum solutions you can access in **real-time, 100% online - no more binders and endless papers!**

Everything You Need - at Your Fingertips

Learning Beyond Curriculum includes **52 weeks of Lesson Plans** and **over 4,000 Daily Activities** in a developmental progression, with integrated standards and early learning domains. Lesson Plans and Daily Activities are carefully crafted to meet the development needs of each child and age group, with thought-provoking open-ended questions and flexibility to support children's learning at every stage.



STEAM Focus Throughout

As a **social-constructivist curriculum**, LB is designed to create learning opportunities for children through peer-based activities and intentional interactions with teachers. **Science, Technology, Engineering, Arts, and Mathematics (STEAM)** is a **focus throughout** each activity starting from infancy. Learning Support and Social-Emotional development are included to help you provide differentiated instruction and whole child development.



Watch all 10 Teacher's Guide Webinars and earn 1-in-service hour!

Training is Built-In & PD is Included!

Learning Beyond has training built into each Daily Activity, PLUS a comprehensive Teacher's Guide you'll have at your fingertips with **webinars!** **Professional Development is included and available throughout the year!** View pre-recorded sessions and register for live webinars conveniently held during the day, evening, and weekend.





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Letter of Offer - Appendices

Appendix A

Teacher - Job Description

You will be an integral part of the center's leadership team, ensuring smooth operations and delivering high-quality care. As a Teacher, you will have the opportunity to educate and inspire students while overseeing the development and implementation of educational programs.

Responsibilities:

- When required, you will support our Center Director as necessary, assisting with parent liaison, supervision of staff and other duties as directed.
- Establish a dynamic classroom environment that stimulates learning growth and reinforces learning goals of both the collective class and the individual students.
- Foster compassionate engagement with the students that supports their personal development and instills trust between them and their teachers.
- Maintain a safe, student-focused classroom that promotes student well-being, supports learning objectives and reflects the curriculum as it changes throughout the school year.
- Create a strong partnership with the parents through consistent communication and responsiveness to parent concerns or questions.
- Attending weekly staff meetings as required.
- Your role will also involve promoting the center to prospective families, ensuring compliance with regulations and staying informed about industry trends and standards.

Appendix B

401(k) Retirement Plan

- Employees will be offered the opportunity to participate in the plan after six (6) months of continuous employment with the Company
- The Company will offer a corresponding contribution towards an employee's contributions beginning from 1% and increasing by 1% each year up to a maximum of five (5%) percent per year
- Retirement Plan details will be provided within 30 days of retirement plan eligibility commencing
- Participation in the Retirement Plan is entirely optional

Appendix C

Paid Time Off

The following Federal Holidays will be observed by Ready Roos each year:

- New Year's Day January 1
- Martin Luther King's Birthday 3rd Monday in January
- Memorial Day last Monday in May
- Juneteenth National Independence Day June 19
- Independence Day July 4
- Labor Day 1st Monday in September
- Veterans' Day November 11
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25



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Letter of Offer - Appendices

- ❖ Ready Roos will not be open for business on these days as they occur, year to year.
- ❖ Should a holiday listed above fall on a weekend day, the holiday will be observed on the first business day immediately following the weekend day.
- ❖ Employees will be fully paid for these holidays.
- ❖ With the exception of sick days, employees may access vacation PTO based on available accrued hours
- ❖ Employees are required to provide 30 days notice when requesting PTO of 40 hours or more
- ❖ Vacation Days taken will be deducted from the amount allocated in the Employment Agreement.
- ❖ Employees are encouraged to use their complete allocation of vacation days each year as accumulation of unused vacation days from one year to the next is not permitted.
- ❖ Employees should consider using their allocation of sick days to ensure their wellbeing during each year as accumulation of unused sick days from one year to the next is not permitted.

Appendix D

Medical Benefits - Health, Dental & Vision Insurance

You will be eligible to enroll in the private health, dental, vision and insurances plan provided by the Company after 26 continuous days of employment with the Company. Benefits will commence on the 1st day of the month following the 26 continuous days of employment with the Company. Specific terms and conditions may change within Medical Benefits provider policies and may be outside the control of the Company.

- Benefit options information and details will be provided to employees within 10 days of employment commencing.
- Participation in Benefit options is entirely optional.
- Employees choosing Benefit options are required to submit their enrollment choices within 15 days of employment commencing.
- The Company will subsidize a portion of the Benefits Options.
- Some of the items available in the Benefits package, while not subsidized by the Company, will still be available to the employee at their own expense.



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Ready Roos - Timesheet Submission 2024 CONTRACT STAFF ONLY

Legend:

- Pay day
- Submit Timesheet

JANUARY							JULY						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1/1	1/2	1/3	1/4	1/5	1/6	1/7	7/1	7/2	7/3	7/4	7/5	7/6	7/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14	7/8	7/9	7/10	7/11	7/12	7/13	7/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21	7/15	7/16	7/17	7/18	7/19	7/20	7/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28	7/22	7/23	7/24	7/25	7/26	7/27	7/28
1/29	1/30	1/31					7/29	7/30	7/31				
FEBRUARY							AUGUST						
			2/1	2/2	2/3	2/4				8/1	8/2	8/3	8/4
2/5	2/6	2/7	2/8	2/9	2/10	2/11	8/5	8/6	8/7	8/8	8/9	8/10	8/11
2/12	2/13	2/14	2/15	2/16	2/17	2/18	8/12	8/13	8/14	8/15	8/16	8/17	8/18
2/19	2/20	2/21	2/22	2/23	2/24	2/25	8/19	8/20	8/21	8/22	8/23	8/24	8/25
2/26	2/27	2/28	2/29				8/26	8/27	8/28	8/29	8/30	8/31	
MARCH							SEPTEMBER						
				3/1	3/2	3/3	9/2	9/3	9/4	9/5	9/6	9/7	9/8
3/4	3/5	3/6	3/7	3/8	3/9	3/10	9/9	9/10	9/11	9/12	9/13	9/14	9/15
3/11	3/12	3/13	3/14	3/15	3/16	3/17	9/16	9/17	9/18	9/19	9/20	9/21	9/22
3/18	3/19	3/20	3/21	3/22	3/23	3/24	9/23	9/24	9/25	9/26	9/27	9/28	9/29
3/25	3/26	3/27	3/28	3/29	3/30	3/31	9/30						
APRIL							OCTOBER						
4/1	4/2	4/3	4/4	4/5	4/6	4/7		10/1	10/2	10/3	10/4	10/5	10/6
4/8	4/9	4/10	4/11	4/12	4/13	4/14	10/7	10/8	10/9	10/10	10/11	10/12	10/13
4/15	4/16	4/17	4/18	4/19	4/20	4/21	10/14	10/15	10/16	10/17	10/18	10/19	10/20
4/22	4/23	4/24	4/25	4/26	4/27	4/28	10/21	10/22	10/23	10/24	10/25	10/26	10/27
4/29	4/30						10/28	10/29	10/30	10/31			
MAY							NOVEMBER						
		5/1	5/2	5/3	5/4	5/5					11/1	11/2	11/3
5/6	5/7	5/8	5/9	5/10	5/11	5/12	11/4	11/5	11/6	11/7	11/8	11/9	11/10
5/13	5/14	5/15	5/16	5/17	5/18	5/19	11/11	11/12	11/13	11/14	11/15	11/16	11/17
5/20	5/21	5/22	5/23	5/24	5/25	5/26	11/18	11/19	11/20	11/21	11/22	11/23	11/24
5/27	5/28	5/29	5/30	5/31			11/25	11/26	11/27	11/28	11/29	11/30	
JUNE							DECEMBER						
					6/1	6/2							12/1
6/3	6/4	6/5	6/6	6/7	6/8	6/9	12/2	12/3	12/4	12/5	12/6	12/7	12/8
6/10	6/11	6/12	6/13	6/14	6/15	6/16	12/9	12/10	12/11	12/12	12/13	12/14	12/15
6/17	6/18	6/19	6/20	6/21	6/22	6/23	12/16	12/17	12/18	12/19	12/20	12/21	12/22
6/24	6/25	6/26	6/27	6/28	6/29	6/30	12/23	12/24	12/25	12/26	12/27	12/28	12/29
							12/30	12/31					



Ready Roos LLC
 20510 Rt 19., Suite 106
 Cranberry Township PA 16066
 724-591-8882
 admin@readyroos.com

Ready Roos - Payroll Schedule 2024

Legend:

	Pay day
	Ready Roos Holiday

JANUARY							JULY						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1/1	1/2	1/3	1/4	1/5	1/6	1/7	7/1	7/2	7/3	7/4	7/5	7/6	7/7
1/8	1/9	1/10	1/11	1/12	1/13	1/14	7/8	7/9	7/10	7/11	7/12	7/13	7/14
1/15	1/16	1/17	1/18	1/19	1/20	1/21	7/15	7/16	7/17	7/18	7/19	7/20	7/21
1/22	1/23	1/24	1/25	1/26	1/27	1/28	7/22	7/23	7/24	7/25	7/26	7/27	7/28
1/29	1/30	1/31					7/29	7/30	7/31				
FEBRUARY							AUGUST						
			2/1	2/2	2/3	2/4				8/1	8/2	8/3	8/4
2/5	2/6	2/7	2/8	2/9	2/10	2/11	8/5	8/6	8/7	8/8	8/9	8/10	8/11
2/12	2/13	2/14	2/15	2/16	2/17	2/18	8/12	8/13	8/14	8/15	8/16	8/17	8/18
2/19	2/20	2/21	2/22	2/23	2/24	2/25	8/19	8/20	8/21	8/22	8/23	8/24	8/25
2/26	2/27	2/28	2/29				8/26	8/27	8/28	8/29	8/30	8/31	
MARCH							SEPTEMBER						
				3/1	3/2	3/3	9/2	9/3	9/4	9/5	9/6	9/7	9/8
3/4	3/5	3/6	3/7	3/8	3/9	3/10	9/9	9/10	9/11	9/12	9/13	9/14	9/15
3/11	3/12	3/13	3/14	3/15	3/16	3/17	9/16	9/17	9/18	9/19	9/20	9/21	9/22
3/18	3/19	3/20	3/21	3/22	3/23	3/24	9/23	9/24	9/25	9/26	9/27	9/28	9/29
3/25	3/26	3/27	3/28	3/29	3/30	3/31	9/30						
APRIL							OCTOBER						
4/1	4/2	4/3	4/4	4/5	4/6	4/7		10/1	10/2	10/3	10/4	10/5	10/6
4/8	4/9	4/10	4/11	4/12	4/13	4/14	10/7	10/8	10/9	10/10	10/11	10/12	10/13
4/15	4/16	4/17	4/18	4/19	4/20	4/21	10/14	10/15	10/16	10/17	10/18	10/19	10/20
4/22	4/23	4/24	4/25	4/26	4/27	4/28	10/21	10/22	10/23	10/24	10/25	10/26	10/27
4/29	4/30						10/28	10/29	10/30	10/31			
MAY							NOVEMBER						
		5/1	5/2	5/3	5/4	5/5					11/1	11/2	11/3
5/6	5/7	5/8	5/9	5/10	5/11	5/12	11/4	11/5	11/6	11/7	11/8	11/9	11/10
5/13	5/14	5/15	5/16	5/17	5/18	5/19	11/11	11/12	11/13	11/14	11/15	11/16	11/17
5/20	5/21	5/22	5/23	5/24	5/25	5/26	11/18	11/19	11/20	11/21	11/22	11/23	11/24
5/27	5/28	5/29	5/30	5/31			11/25	11/26	11/27	11/28	11/29	11/30	
JUNE							DECEMBER						
					6/1	6/2							12/1
6/3	6/4	6/5	6/6	6/7	6/8	6/9	12/2	12/3	12/4	12/5	12/6	12/7	12/8
6/10	6/11	6/12	6/13	6/14	6/15	6/16	12/9	12/10	12/11	12/12	12/13	12/14	12/15
6/17	6/18	6/19	6/20	6/21	6/22	6/23	12/16	12/17	12/18	12/19	12/20	12/21	12/22
6/24	6/25	6/26	6/27	6/28	6/29	6/30	12/23	12/24	12/25	12/26	12/27	12/28	12/29
							12/30	12/31					



Ready Roos LLC
20510 Rt 19., Suite 106
Cranberry Township PA 16066
412-889-0881
admin@readyroos.com

Equal Opportunity Employment Policy

Ready Roos' policy is to provide equal employment opportunity for all applicants and employees.

Ready Roos will not discriminate against any employee, current or potential, based on race, color, religion, gender, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity or expression, age, ancestry, national origin, mental or physical disability, medical condition, family and medical leave status, genetics, marital status, amnesty, military or covered veteran status or any other attribute or characteristic protected by law in accordance with applicable Federal, State and local laws.

Ready Roos will also make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including job selection, job assignment, compensation, promotion, discipline, termination and access to benefits and training.

Our policy not to discriminate in employment includes, but is not limited to:

- Employing those applicants who possess the necessary skills, education & experience.
- Promoting, upgrading, transferring, demoting, recruiting, advertising or soliciting for employment.
- Training and selecting for training.
- Prohibiting employees from aiding, abetting, compelling, coercing or conspiring to discharge or cause another employee to violate the terms of this policy.
- Establishing rates of pay & terms, conditions & privileges of employment up to and including termination.

It is the responsibility of all employees to further the implementation of this policy and ensure conformance herewith. Employees in a leadership position as well as those responsible for hiring new employees must take all necessary action to ensure that all employment actions comply with this policy.

The Center Director is the individual with primary responsibility for ensuring compliance with this policy at all levels of his/her respective offices. The Center Director shall work with each of his/her offices to further the implementation of this policy and monitor progress.

Any questions or concerns regarding this policy should be brought to the attention of the (1) Center Director or (2) Business Owner or any Officer of the Company.

Employees may raise good faith concerns and make good faith reports of potential violations of this policy without fear of reprisal. Anyone found to be engaging in any type of discrimination or unlawful retaliation will be subject to disciplinary action, up to and including termination of employment.



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Health and Safety Policy

Ready Roos is committed to the HEALTH AND SAFETY of our employees, subcontractors and visitors to all Ready Roos facilities. We strive to conduct our business in a manner that protects the HEALTH AND SAFETY of every person. We expect all personnel to undertake their work in a manner that does not place either themselves or their colleagues at risk.

We maintain a goal of zero workplace injuries, which is consistent with our vision and values that all workplace injuries are preventable.

To achieve this outcome, all Ready Roos employees, contractors, and subcontractors are expected to follow the following requirements:

- Conduct business in a manner that actively integrates the elements of the Ready Roos HEALTH AND SAFETY Policy into all aspects of our operations
- Comply with all applicable laws, regulations and statutory obligations
- Use best efforts to identify and control hazards and risks in the workplace
- It is the individual responsibility of each Ready Roos employee, contractor, and subcontractor to be aware of any and all conditions in all work areas that may present a risk of injury
- Immediately inform a supervisor or Ready Roos representative of any danger or hazard, or of any condition that may present a risk of injury
- Support employees, contractors and subcontractors in their decision to stop work and intervene when unsafe acts or unsafe conditions are identified
- Communicate and consult openly with employees, subcontractors and visitors to our work areas regarding Ready Roos HEALTH AND SAFETY expectations
- Facilitate continual improvement to the HEALTH AND SAFETY Policy
- Provide the necessary resources to ensure that the objectives and targets derived from this Policy are achieved
- Maintain a proactive leadership role in the HEALTH AND SAFETY of our employees, contractors, subcontractors and visitors
- Maintain good housekeeping by following the mantra “A place for everything and everything in its place”
- Ensure that work areas have suitable waste bins and that these bins are emptied regularly
- Ensure that exits and access to doors are not blocked
- Ensure that cables from computers do not cause tripping hazards
- Never being in any job which may be hazardous without being completely familiar with any safety techniques which apply to it. Check with your supervisor if in doubt.



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Health and Safety Policy

- Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance
- Keep all aisles, stairways, and exits clear of office materials, boxes, and other work items
- Do not place materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers
- Keep your work area, machinery and all company facilities which you use clean and neat
- Do not participate in horseplay or tease or otherwise distract fellow workers. Do not run on company premises - always walk
- Filing cabinets, desks, storage cabinets, and other storage devices should have drawers closed when not in use to prevent tripping hazards
- Floor mounted extension cords should be placed so that they are flush to the ground at all times
- Electrical outlets should be properly used. Never overload electrical outlets
- Burned out light bulbs should be replaced immediately
- Frayed or damaged electrical cords should be replaced

Safety is of paramount importance. Engaging in an unsafe act cannot and will not be tolerated.

Employees who jeopardize their own or a coworkers', safety will be disciplined.

The type of discipline can range from a verbal warning to dismissal.



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Non Disclosure Agreement

I acknowledge that the Terms and Conditions of my employment with Ready Roos are supplemented by this Non Disclosure Agreement.

This Non-Disclosure Agreement (the "Agreement") is made effective as of 07/31/2023 (the "Effective Date"), by and between Ready Roos LLC (the "Company") of 20510 Rt 19, Suite 106, Cranberry Twp, Pennsylvania 16066 and Employee Name, (the "Recipient"), of ADDRESS.

Ready Roos sourced information will be disclosed to Employee Name in and during the engagement to provide Teaching services for Ready Roos students. The Company has requested and the Recipient agrees that the Recipient will protect the confidential material and information which may be disclosed between the Company and the Recipient. Therefore, the parties agree as follows:

1. CONFIDENTIAL INFORMATION

The term "confidential information" means any information or material which is proprietary to the Company, whether or not owned or developed by the Company, which is not generally known other than by the Company and which the Recipient may obtain through any direct or indirect contact with the Company.

Regardless of whether specifically identified as confidential or proprietary, confidential information shall include any information provided by the Company concerning the business, technology and information of the Company and any third party with which the Company deals, including, without limitation, business records and plans, trade secrets, technical data, product ideas, contracts, financial information, pricing structure, discounts, computer programs and listings, source code and/or object code, copyrights and intellectual property, inventions, sales leads, strategic alliances, partners, and customer and client lists.

The nature of the information and the manner of disclosure are such that a reasonable person would understand it to be confidential.

- a) "Confidential information" does not include:
- Matters of public knowledge that result from disclosure by the Company;
 - Information rightfully received by the Recipient from a third party without a duty of confidentiality;
 - Information independently developed by the Recipient;
 - Information disclosed by operation of law;
 - Information disclosed by the Recipient with the prior written consent of the Company and any other information that both parties agree in writing is not confidential.

2. PROTECTION OF CONFIDENTIAL INFORMATION

The Recipient understands and acknowledges that the confidential information has been developed or obtained by the Company by the investment of significant time, effort and expense, and that the confidential information is a valuable, special and unique asset of the Company which provides the Company with a significant competitive advantage and needs to be protected from improper disclosure. In consideration for the receipt by the Recipient of the confidential information, the Recipient agrees as follows:

- a) No Disclosure. The Recipient will hold the confidential information in confidence and will not disclose the confidential information to any person or entity without the prior written consent of the Company.



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Non Disclosure Agreement

- b) No Copying/Modifying. The Recipient will not copy or modify any confidential information without the prior written consent of the Company.
- c) Unauthorized Use. The Recipient shall promptly advise the Company if the Recipient becomes aware of any possible unauthorized disclosure or use of the confidential information.
- d) Application to Employees. The Recipient shall not disclose any confidential information to any employees of the Recipient, except those employees who are required to have the confidential information in order to perform their job duties in connection with the limited purposes of this Agreement. Each permitted employee to whom confidential information is disclosed shall sign a non-disclosure agreement substantially the same as this Agreement at the request of the Company.

3. UNAUTHORIZED DISCLOSURE OF INFORMATION - INJUNCTION

If it appears that the Recipient has disclosed (or has threatened to disclose) confidential information in violation of this Agreement, the Company shall be entitled to an injunction to restrain the Recipient from disclosing the confidential information in whole or in part. The Company shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

4. NON-CIRCUMVENTION

For a period of five (5) years after the end of the term of this Agreement, the Recipient will not attempt to do business with or otherwise solicit any business contacts found or otherwise referred by Company to Recipient for the purpose of circumventing, the result of which shall be to prevent the Company from realizing or recognizing a profit, fees or otherwise, without the specific written approval of the Company. If such circumvention shall occur the Company shall be entitled to any commissions due pursuant to this Agreement or relating to such transaction.

5. RETURN OF CONFIDENTIAL INFORMATION

Upon the written request of the Company, the Recipient shall return to the Company all written materials containing the confidential information. The Recipient shall also deliver to the Company written statements signed by the Recipient certifying that all materials have been returned within five (5) days of receipt of the request.

6. RELATIONSHIP OF PARTIES

Neither party has an obligation under this Agreement to purchase any service or item from the other party, or commercially offer any products using or incorporating the confidential information. This Agreement does not create any agency, partnership, or joint venture.

7. NO WARRANTY

The Recipient acknowledges and agrees that the confidential information is provided on an "AS IS" basis. The Company makes no warranties, express or implied, with respect to the confidential information and hereby expressly disclaims all implied warranties of merchantability and fitness for a particular purpose. In no event shall the Company be liable for any direct, indirect, special, or consequential damages in connection with or arising out of the performance or use of any portion of confidential information.

The Company does not represent or warrant that any product or business plans disclosed to the Recipient will be marketed or carried out as disclosed or at all. Any actions taken by the Recipient in response to the disclosure of confidential information shall be solely at the risk of the Recipient.



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Non Disclosure Agreement

8. LIMITED LICENSE TO USE

The Recipient shall not acquire any intellectual property rights under this Agreement except the limited right to use as set forth above. The Recipient acknowledges that, as between the Company and the Recipient, the confidential information and all related copyrights and other intellectual property rights, are (and always will be) the property of the Company, even if suggestions, comments and/or ideas made by the Recipient are incorporated into the confidential information or related materials during the period of this Agreement.

9. INDEMNITY

Each party agrees to defend, indemnify and hold harmless the other party and its officers, directors, agents, affiliates, distributors, representatives, and employees from any and all third party claims, demands, liabilities, costs and expenses, including reasonable attorney's fees, costs and expenses resulting from the indemnifying party's material breach of any duty, representation, or warranty under this Agreement.

10. ATTORNEY'S FEES

In any legal action between the parties concerning this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

11. TERM

The obligations of this Agreement shall survive 2 calendar years from the Effective Date or until the Company sends the Recipient written notice releasing the Recipient from this Agreement.

12. GENERAL PROVISIONS

This Agreement sets forth the entire understanding of the parties regarding confidentiality. Any amendments must be in writing and signed by both parties. This Agreement shall be construed under the laws of the State of Pennsylvania.

This Agreement shall not be assignable by either party. Neither party may delegate its duties under this Agreement without the prior written consent of the other party. The confidentiality provisions of this Agreement shall always remain in full force and effect in accordance with the term of this Agreement.

If any provision of this Agreement is held to be invalid, illegal or unenforceable, the remaining portions of this Agreement shall remain in full force and effect and construed to best effectuate the original intent and purpose of this Agreement.

13. SIGNATORIES

This Agreement shall be executed by Director, Center Operations, on behalf of Ready Roos LLC and CONTRACTOR NAME and delivered in the manner prescribed by law as of the date first written above.



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Non Disclosure Agreement

PROTECTED PARTY:
Ready Roos LLC

By: _____
Center Director,
Ready Roos LLC

Date: _____

By: _____
Employee Name

Date: _____

Non Disclosure Agreement

Please sign and print this page



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Policies & Procedures Checklist

I acknowledge that the terms and conditions of my employment with Ready Roos are governed by the Employee Agreement.

- ✓ I have a working telephone and access to reliable transportation
- ✓ I am expected to complete any job assignment I accept
- ✓ If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late I will contact my Ready Roos Manager. My failure to do so may be grounds for dismissal or indicate that I have voluntarily resigned
- ✓ I understand that Ready Roos is my employer
- ✓ I understand that Ready Roos issues paychecks for its employees on Friday's on a bi-weekly basis in arrears
- ✓ In order to be paid in a timely manner, check-in & check-out times must have been entered by the close of business each week or no later than 10:00 AM EST on the Monday following the week worked. Any late time entries will delay the ability to process my pay
- ✓ Paycheck funds will be issued through direct deposit into an account of the employee's choice, where permitted by law.
- ✓ The setup of direct deposit bank details is the responsibility of each employee. Direct deposit bank account details must be entered online through the payroll processor portal. Each employee will receive email correspondence from the payroll processor "Paychex" to facilitate account setup
- ✓ Pay details such as tax documents, pay stub information etc., will be available on the payroll processor portal. These pay details may be accessed and printed from the payroll processor portal.
- ✓ I understand that banks have differing ACH payments policies. Ready Roos processes payroll on the schedule published each year. Direct deposit amounts may appear in an employees bank account at different times within the published payday. Ready Roos does not and cannot influence the timing of when a pay deposit appears in an employees account.
- ✓ I understand that any correspondence sent to me from Ready Roos will be sent to the address listed on my personal contact information and/or the email address I have provided
- ✓ If I sustain an injury on the job, I will inform the client and Ready Roos immediately after the incident. Ready Roos will coordinate and advise me the proper procedure for treatment and reporting of the incident
- ✓ Notwithstanding the fact that I am being employed on an at-will basis, I also acknowledge that instances of misconduct, including but not limited to insubordination, quarreling, fighting and stealing, are grounds for immediate termination



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Exhibit A - Confidentiality, Conduct and Work Agreement

In consideration of my employment and remuneration by Ready Roos LLC, its subsidiaries, affiliates or associated companies ("Company"), I agree as follows:

1. I have been advised and I agree that all documentation and information given to me or to which I have access while employed by the Company are proprietary to the Company. Some examples of Company proprietary documents and information include:

- Company documents and information about Company customers
- Company documents and information about individual persons, whether or not such persons are actual customers of the Company (including, but not limited to, all personal, health and financial information about or related to such individual persons)
- Company financial documents and information about the Company
- Company reports from the Company's regulators
- Company documents and information given to the Company by suppliers and other third parties
- Company business plans, customer lists and methods of doing business
- Company computer software, source code, databases and related documentation
- Company business or technical diagrams, flow charts, and specifications
- Company information concerning physical and electronic security measures and
- Company customer (or former customer) account information including, without limitation, enrollment documents, account transfers, account balances and any account reconciliations

The list above describes some, but not all, of the kinds of Company proprietary documents and information that exist. There are other kinds of Company proprietary documents and information as well.

2. During my employment with the Company and afterwards, I agree:
3. To keep all Company proprietary documents and information confidential
4. Not to give or disclose Company proprietary documents or information to anyone except those persons expressly authorized by the Company to have access to it
5. Not to use or let others use Company proprietary documents or information for any purpose other than to perform work or services as the Company may direct in connection with my employment at the Company
6. Not to copy or otherwise reproduce any proprietary documents or information unless instructed to do so by the Company
7. To report to the Company any unauthorized use or disclosure of any proprietary documents or information immediately upon becoming aware of such unauthorized use or disclosure
8. To the extent permitted by law, to (i) immediately notify the Company of any legal process served on me for the purpose of obtaining proprietary documents or information; and (ii) provide the Company adequate time to exercise its legal options to prevent or limit disclosure of such proprietary documents and information in question, unless the legal process pertains to an inquiry from any government agencies, in which event no such notice is required and
9. At the end of my employment with the Company, to return to the Company, any proprietary documents and information then in my possession and not to retain any proprietary documents or information in any form



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Exhibit A - Confidentiality, Conduct and Work Agreement

I understand that my obligation to keep confidential and not disclose Company proprietary documents and information applies even to giving that information to my co-workers, my family and my friends, and shall continue even after my employment with the Company has ended.

Nothing in this Agreement or in any other confidentiality provisions to which I am subject, prohibits me from: (i) communicating with governmental agencies about possible legal violations without notice to the Company, or (ii) disclosing a trade secret in confidence to a government official or to an attorney solely for purposes of reporting or investigating a suspected violation of law or in a complaint or other document filed under seal in a lawsuit or other proceeding, including in a lawsuit for retaliation by an employer for reporting a suspected violation of law.

The Company nonetheless asserts and does not waive its attorney-client privilege over any information appropriately protected by the privilege.

3. I agree that I will not try to see, get or gain access to any Company proprietary documents or information unless Company expressly gives me the authority to see or get that information.

4. I agree that I will not discuss with or divulge to any news media anything pertaining to Company, Company's business, Company's customers or my employment with the Company without the prior approval of the Company.

5. I will be bound by and follow the provisions of the Company's employee Code of Conduct.

I hereby acknowledge and agree that I have read such provisions of the Company's employee Code of Conduct and understand its contents, and that I will be bound by and follow any revisions to the Code of Conduct of which I am advised.

6. a. As used in this Section 6, the term employment includes any and all discoveries, inventions (whether or not patentable), works of authorship, materials, computer programs, documents, customer lists, mask works, designs, know-how, ideas and information (including, but not limited to, any improvements or modifications to any of the foregoing) made, created, developed, conceived in whole or in part, by me (either solely or jointly with others) while employed by the Company, while performing work or services for the Company or using Company resources or facilities

b. The Company has exclusive ownership of all right, title and interest (including, but not limited to, patent rights, copyrights, trade secret rights, mask work rights, trademark rights and all other rights of any sort throughout the world) in and to any and all Work Product. I agree to promptly disclose to Company any and all Work Product and deliver to Company, upon its request, a written description of all Work Product and any available documentary or other materials evidencing such Work Product. I hereby make, without further consideration, all assignments, conveyances or other transfers necessary to cause Company to own all Work Product as described above. I also agree that Company and any assignee of Company may use Work Product in any manner without me having any claim for or right to additional compensation from SUPPLIER or Company. I further agree to execute all necessary documents and to give Company all other reasonable assistance necessary to carry out the intent of this paragraph 6 and/or to perfect and maintain Company's rights in any Work Product, as SUPPLIER and Company deem appropriate, without charge to SUPPLIER or Company, but without expense to myself. If Company is unable, after reasonable effort, to secure my signature on any such papers, I hereby irrevocably designate and appoint each officer of Company and its affiliates as my agent and attorney-in-fact to execute any such papers on my behalf, and to take any and all actions as Company may deem necessary or desirable in order to protect its rights and interests in any Work Product.



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Exhibit A - Confidentiality, Conduct and Work Agreement

- c. These obligations shall continue beyond the termination of my employment regardless of reason.
- d. My obligation to assign inventions to Company shall not apply to any invention about which I can prove that: (i) the invention was developed entirely on my own time and effort, (ii) no equipment, supplies, facilities, resources, trade secrets or confidential information of Company was used in the development of the invention; (iii) the invention does not relate to the business of Company or any of its actual or anticipated research and development; and (iv) the invention does not result from any work otherwise performed by me for Company.

SPECIAL NOTICE FOR CALIFORNIA WORKERS: The foregoing Section 6 contains provisions under which I am required to transfer to Company rights in certain inventions made by me. If I am working at a Company location in the State of California then Company, as required pursuant to Section 2872 of the California Labor Code, hereby notifies me that such provisions do not apply to an invention which qualifies fully under the provisions of Section 2870 of the California Labor Code. Specifically, such provisions do not apply to, and I am not required to transfer to Company, any invention that was developed entirely on my own time without using Company's equipment, supplies, facilities, or trade secret Company's for those inventions that either (a) relate at the time of conception or reduction to practice of the invention to Company's business, or actual or demonstrably anticipated research or development of Company; or (b) result from any work performed by me for Company.

7. I understand and agree that this agreement benefits both SUPPLIER and Company and that either or both of them shall have every right and remedy to enforce the terms of this Agreement.
8. I agree that Company may monitor or audit my activities during my assignment at Company to confirm compliance with these contractual obligations with regard to information security.
9. I understand and acknowledge that the technology, software, services, and commodities provided by Company or its affiliates may be subject to laws or regulations restricting their export, re-export, transfer or release to certain entities or destinations, including those laws and regulations administered by the U.S. Department of Commerce (Bureau of Industry and Security) and the U.S. Department of the Treasury (Office of Foreign Assets Control). With respect to any export, re-export, transfer, or release otherwise permitted under this Agreement to persons within Company or its affiliates or to unrelated third parties of: (i) such technology, software, services or commodities; or (ii) the direct product of any such technology; or (iii) any product that I create with U.S. origin content that is supplied by Company or its affiliates; or (iv) any technology that I create that is based upon or commingled with technology provided by Company or its affiliates, I will comply with all applicable U.S. government requirements. Those requirements include: (a) export and re-export controls expressed in the U.S. Export Administration Regulations; (b) prohibitions on transactions with or transfers to the governments of, parties located in or operated from, or nationals of countries subject to comprehensive U.S. economic sanctions (in particular, and as of the date of this Agreement, Cuba, Iran, Sudan and Syria); and (c) prohibitions on transactions with or transfers to entities or individuals identified on the U.S. government's List of Specially Designated Nationals and Blocked Persons (Treasury Department) and Denied Persons List and Entity List (Commerce Department).



Ready Roos LLC
20510 Rt 19., Suite 106
Cranberry Township PA 16066
4412-889-0881
admin@readyroos.com

Exhibit A - Confidentiality, Conduct and Work Agreement

10. To the extent possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law. If any provision of this Agreement shall be held to be invalid or unenforceable, such provision shall not invalidate or render unenforceable the entire Agreement, but rather this Agreement shall be construed as not containing the particular invalid or unenforceable provision.

11. This Agreement contains my entire agreement relating to the subject matter of this Agreement, and this Agreement supersedes any and all prior written and oral agreements or understandings related to such subject matter.

12. This Agreement may not be amended orally, but only by writing signed by me, and Company.

Signature of Employee

Printed Full Name

Date Signed

Exhibit A - Confidentiality, Conduct and Work Agreement

Please sign and print this page



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Staff Policies

The following policies are in place for understanding, protection and guidance for all Ready Roos staff. Ready Roos LLC takes these policies seriously and expects all staff regardless of employment status to read, understand and acknowledge their acceptance of these policies.

Email policy

- Email capability is provided for Ready Roos employees and is restricted to internal business use only.
- Where an internal sender has asked for acknowledgment of receipt of email, please ensure to do so upon reading their email.
- Email sent from Ready Roos is monitored and the facility cannot be used for any personal email correspondence.
- Attachments that are deemed Ready Roos intellectual property cannot be sent to anyone without first obtaining permission from the Center Director.
- Failing to do this may result in disciplinary action up to and including termination of employment.

Phone policy

- This policy is meant to ensure that privacy and confidentiality of information relating to the center, children, parents/guardians and staff are upheld.
- Additionally, the purpose of this policy is to ensure that educators are solely focused on the children in their care when they are on the clock.
- They need to maintain the children's safety, well-being and as well as promote learning opportunities in the classroom.
- Personal cell phone use is not permitted in the center during work hours.
- Phones are to be stored in staff lockers upon arrival and cannot be used in-center including no use if their lunch break is taken in-center.
- Staff member designated as Assistant Director can carry a phone on their person only when the Center Director is not on site and any use at these times must be strictly work related.
- At no time is a phone permitted for capturing photos of students, center documentation or of anything on the premises including outdoor space.
- In the event that a staff member needs to take a personal call during work hours, this should be done outside the center, however, that staff member must ensure ratios are maintained and that peer staff are aware that they will be leaving to take a call.

Data Privacy & Security policy

- If parents/guardians have given permission for staff to take photos or videos of the children, ensure both caregivers and educators are aware of your center's data privacy and security policy, as well as those of any app you're using to record or share that data.

iPad policy

- The use of desktops and iPad's is strictly for work purposes
- A chrome book at the front of the center can be used for non-work-related surfing during lunch breaks
- When educators leave the center with their children on an excursion during work hours, educators should carry an iPad to be used in the event of an emergency.

Arrival policy

- At least 10 min prior to posted start



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Staff Policies

Departure policy

- Complete at least one departure task before leaving for the day and communicate to last person scheduled

Break policy

- Use staff table at front of center for eating lunch and wipe down following

I have read, understood and agree to abide by the policies and procedures documented here.

Employee Name: _____

Signature: _____

Date: _____

Staff Policies

Please sign and print this page



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Anti-Harassment and Non-Discrimination Policy

Ready Roos, LLC (“Ready Roos” or the “Company”) prohibits harassment or discrimination on the basis of race, color, religion, gender, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity or expression, age, ancestry national origin, mental or physical disability, medical condition, family and medical care leave status, genetics, marital status, amnesty, military or covered veteran status or any other attribute or characteristic protected by law in accordance with applicable Federal, State and local laws (“Protected Characteristics”).

This policy prohibits harassment of applicants, interns, employees, consultants and contractors by managers, supervisors, or co-workers. Similarly, the Company will not tolerate harassment by its employees of non-employees with whom Company employees have a business, service or professional relationship. The Company will also attempt to protect applicants, interns, employees, consultants and contractors from harassment by non-employees in the workplace. Any employee found to have engaged in harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

All unlawful harassment or discrimination is prohibited. Ready Roos is committed to maintaining a work environment that is free of unlawful discrimination. It is our policy and practice to maintain and foster a work environment in which all employees are treated with decency and respect. No form of unlawful discriminatory conduct towards any employee, client, contractor, or vendor will be tolerated. Any suspected incidents of harassment or discrimination should be *immediately* reported to (1) the Center Director, Business Owner or any officer of the Company.

This policy prohibits all forms of illegal harassment and discrimination (not only sexual harassment), including harassment or discrimination based on any of the Protected Characteristics listed above.

Under this policy, the terms harassment or sexual harassment apply equally to all unlawful forms of harassment and discrimination.

For the purposes of this policy, sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: (1) submission to such conduct is explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used or threatened to be used as the basis for employment decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Unlawful harassment may take many forms, including: (1) offensive and unwelcome sexual propositions, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo (this for that) for sexual favors is made in relation to employee’s employment or continued employment; (2) offensive and unwelcome verbal conduct including epithets, derogatory comments, slurs, and verbal conduct of a sexual nature, such as sexual innuendo, sexually-graphic spoken comments, and sexual advances, invitations or comments; and/or offensive comments transmitted by e-mail or another messaging media; (3) transmitting or displaying offensive or suggestive images or graphics, whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects, magazines or videos; or (4) offensive and unwelcome physical contact such as assault or unwelcome physical contact of a sexual nature, including touching another person’s body, touching or display of one’s own body, or any similar contact.

Job assignments and all other tangible employment decisions may not be based on acquiescence to or acceptance of harassment or discrimination in any form.

All employees should be aware that all employees, supervisors and partners are prohibited from making any decision regarding job assignment or reassignment, compensation, promotion or demotion, termination or commencement of employment or any other decision involving tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

Employees are cautioned that inappropriate content distributed through any electronic media, including e-mail or the Internet, may constitute harassment and/or discrimination. Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on any of the Protected Characteristics listed in this policy. This includes, for example, creating and/or forwarding of offensive "humor" which contains sexually offensive terms or terms which are offensive based on any Protected Characteristic.

Employees are not authorized to use any company computer, computer system, network or software for the preparation, transmission or receipt of messages or graphics that may be deemed harassing or discriminatory. Employees are reminded that the Company reserves the right to monitor its computers, computer systems and networks, with or without notice.

Any employee who believes he or she has experienced or witnessed unlawful harassment or discrimination of any kind **must immediately report the incident or suspected incident of harassment or discrimination** to (1) the Center Director and (2) the Business Owner or any officer of the Company. Supervisor-level employees who observe or receive a report of unlawful harassment or discrimination must immediately report such misconduct to the Center Director. Further, any employee who is aware of acts of discrimination or harassment and fails to report those acts may be subject to disciplinary action, up to and including termination.

Ready Roos is committed to taking all reasonable steps to prevent harassment and discrimination. The Company will promptly, impartially and thoroughly investigate any allegations of harassment or discrimination, and in the event the investigation confirms that a violation of this anti-harassment and non-discrimination policy has occurred, the Company will take appropriate corrective action against any individual found to have engaged in harassing or discriminatory conduct, including any appropriate disciplinary action, up to and including termination. Ready Roos will make reasonable efforts to maintain employee confidentiality consistent with the needs of the investigation, to document internal findings, and to inform affected parties of the results. All employees and managers are expected to cooperate fully and in good faith with any investigation. Individuals who do not cooperate with an internal investigation or are found to have engaged in any harassing or discriminatory conduct will be subject to disciplinary action, up to and including termination of employment.

Ready Roos will not retaliate against anyone for making a good faith claim of harassment or discrimination or for participating in the investigation of a complaint of harassment or discrimination. Our no-retaliation standard applies to all complaints made in good faith, regardless of the outcome of the investigation.

Employees and managers are not authorized nor permitted to retaliate or to take any adverse employment action against any employee for making a good faith report of unlawful harassment or discrimination. Any employee who feels he or she has been retaliated against in violation of this no-retaliation policy must immediately notify (1) the Center Director and (2) the Business Owner or any officer of the Company. Ready Roos will immediately investigate claims of retaliation, and if necessary, take prompt corrective action. Any employee who has been found by Ready Roos to be responsible for retaliating against an employee for making a good faith report of inappropriate harassing or discriminatory behavior will be subject to appropriate disciplinary action, up to and including immediate termination.

Please contact the Center Director or the Business Owner or any officer of the Company with any questions about this policy, any incident that you believe to be in violation of this policy or Ready Roos' commitment to maintaining a workplace free of discrimination and harassment.