



Policy on Personal Belongings

The goal at Early Care and Education is to provide a safe and positive environment for all children enrolled in our program. In order to do this, all employees of Early Care and Education must be free from distractions that may prevent proper supervision and may cause poor judgment while performing the assigned work duties. Items brought into the classroom must be safe and age-appropriate for the children each employee is assigned to work with. In order to ensure a safe and appropriate environment for the children, all employees are prohibited to bring personal items into the working environment.

While recognizing the personal needs of each employee and their families, Early Care and Education will provide lockers for each individual to store personal belongings while they perform their job duties. Below are guidelines that each employee must read and accept to follow while employed:

1. Each employee will be assigned a locker for personal belongings.
2. Employees may bring their own lock, either combination or key, to secure their belongings.
3. Employees are to lock up belongings prior to clocking in and gather after clocking out each day.
4. Items prohibited by the Texas Department of Family and Protective Services are not allowed into the center, such as tobacco items, alcoholic beverages and weapons.
5. All personal electronic devices such as cell phones, smart watches, and cameras must be placed in the assigned locker during all hours of operation.
6. Prescription and over the counter medication, with the exception of approved medications to treat a diagnosed special need, must be placed in the assigned lockers during hours of operations.

I _____ have received, have read, have had to opportunity to ask questions, understand, and agree to follow the Early Care and Education policy on personal belongings.

Employee's Signature

Date

Printed Name

Date

Director's Signature

Date