

### Employees

Kids Come First expectations are that employees follow the newly established cell phone policy to ensure effective supervision of all children. Distractions such as cell phones can directly affect the safety and well being of the children in our care.

“Employees may carry personal cell phones with them on program time subject to the following restrictions:

Prior to carrying personal cell phones during working hours, employees will inform their immediate supervisor.

All phone calls/texts will be received or made during break periods or lunch periods only.

Except for break periods, employees will neither take incoming nor make outgoing/calls during work hours except in case of an emergency.

Anytime the program or supervisor receives a complaint or suspects that an employee is violating this policy, the program may require the employee to furnish cell phone records for the time frame in question so the program can verify or negate the complaint or suspected abuse.

Employees in violation of this policy may be subject to disciplinary action.

### Children

Children will be permitted cell phones at the program under these restrictions:

Any calls/texts made by the child can only be directed to family members.

Cell phones are not to be used to call, text friends, take photos or recordings while at the program.

Children who abuse this policy will be asked to keep their phone in their back pack until home time.

### Parents

Parents are not permitted to take photos or recordings while at the program. This helps ensure that children are not subject to any potential breaches of security. Photographs will be taken by staff during special events and offered to parents at a minimal cost.