



**GARDEN OF FAITH
PRESCHOOL
& SCHOOL OF ARTS**

Cellphone Policy

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident which, with appropriate supervision would have been prevented. Cellphone should remain turned off or in silence and stored in a purse, bag, coat, classroom cellphone box, clip boards or the office, etc. while a staff member is clocked in.

Cellphone use is permitted only during an approved break, and never in a classroom, it is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on a n approved break. It is expected that when leaving the center for any reason, one staff member will carry with them a cellphone. In this circumstance, the cellphone should only be used in the event of an emergency and not for personal calls/text messaging at all times.

Disciplinary Consequences

Garden of Faith Preschool & School of Arts retains the right to monitor employees for excessive or inappropriate use of their cellphones. If an employee's phone usage causes "poor" supervision or child gets hurt while employee was texting or on the phone, the employee may face disciplinary action up to and including termination.

Signature

Date