



Cell Phone Policy

It is crucial that every employee's full attention remains on the children enrolled at Preschool of the Arts and Early Beginnings at all times, for both educational and safety reasons.

For this reason, personal cell phones are not permitted in any classroom. Cell phones should remain turned off, put away, and stored with other personal belongings (such as coats and purses) while employees are clocked in.

The use of personal cell phones during the school day is permitted only: a) during approved breaks, b) outside the classroom, and c) outside the presence of the children at the center. Employees may not use their personal cell phones—for talking, texting, checking voicemail, or any other purpose—in the presence of children enrolled at the center.

When classes leave the center for any reason (walk, field trip, playground, etc.), only the designated employee(s) may carry a personal cell phone to be used only in the event of an emergency.

If an urgent personal situation may arise that necessitates an employee's immediate access to his or her cell phone, the employee must obtain permission from the center's Director or Assistant Director before bringing the cell phone into the classroom for this specific situation only. The cell phone must be set to "vibrate." Calls may be answered only after a substitute has arrived to replace the employee, and only outside of the classroom.

Violations of the Cell Phone usage policy may result in disciplinary action up to and including immediate termination of the employee.

9/10/18