

Cell Phone Policy

As per the Department of Human Service's regulations regarding the supervision of children, article 3270.113:

- (a) Children on the facility premises and on facility excursions off the premises shall be **supervised by a staff person at all times**. Outdoor play space used by the facility is considered part of the facility premises.

Using cell phones at **any time** during your scheduled work hours (with the exception of lunch break) is a direct violation of regulations.

Cell phones and other electronic devices are **not allowed in the classroom**, they should be silenced or turned completely off and stored in the drawer at the reception or left in the car.

Any staff member seen using their cell phone will receive a written warning which may result in termination.

In case of an emergency, family members should contact the Center at 570-346-8719.

By signing this document, I certify that I understand and will follow the above policy.

Print name: _____

Date: _____

Signature: _____

