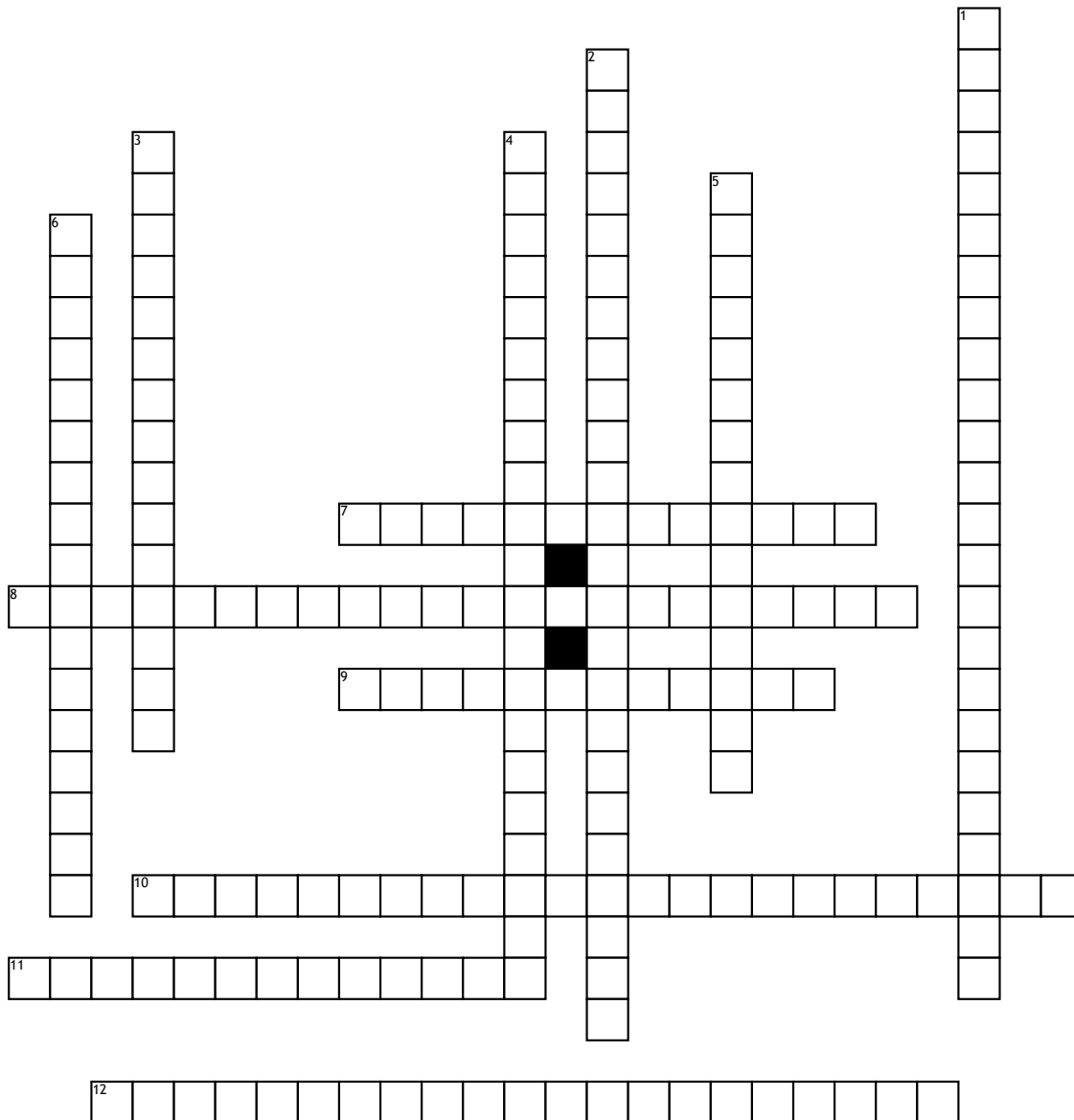


Program Policies and Procedures



Across

7. Leave given to EHS employees to take as needed.

8. When centers are closed due to school systems closing for weather.

9. The conduct of all levels of employees and representatives of U.W.A.

10. Information that is considered proprietary and must be guarded carefully.

11. Where outside time is an extension of the classroom.

12. Work environment that is free of discrimination.

Down

1. Regular attendance and punctuality of employees at U.W.A. where the expectation is 95%.

2. The attempt by an adult to control or change a child's behavior.

3. When an infant is placed on their back during naptime.

4. Where staff or children are not admitted to the center if they are suspected of having a contagious disease.

5. Work attire that is deemed to be professional.

6. When staff, children, visitors and volunteers thoroughly wash their hands and exposed portions of their arms with soap and water.