

Electronic Communication & Parent Communication Policy

Executive Baby, Inc.

The following are guidelines for communication between staff and parents through the use of e-mail, texting and landline.

-Email communication is used by the director and office personnel for general, non emergency notifications, memos and newsletters. Executive Baby maintains all parent emails on file and our computer. Parents may communicate with office personnel for general, non emergency notifications as well. This may include; absences, general illnesses and alternate pick up.

-Head Teachers in Toddler II and Pre-K can communicate with parents via email for general, non emergency issues and notifications, memos and newsletters. Parents may communicate the same. Teachers maintain a list of parent emails on their cellular phones. Parents and teachers may communicate "off hours" if they choose, but it is not mandatory for our teachers to respond to parents outside of normal business operating hours.

-Texting is not a permitted means of communication between any Executive Baby employee, office staff and parent. Any employee that provides private babysitting

services to parents, may not text during our normal operating hours.

-Employees with the exception of classroom Head Teachers are prohibited from using their cell phones during working hours unless it is their break or lunch time. Employees must keep cell phones in their purse or car while at work.

-Communication for illnesses, injuries and emergencies will come via regular landline telephone directly from the Owners, Director or Appointed Supervisor in charge, to the parent's first contact listed on file. If the first contact cannot be reached, the number listed as "second" contact will be called. If we still cannot make a verbal connection, the parent's emergency contact person will be notified.