

Chippewa Cree Tribe Early Childhood Learning Center

Supplemental Policy: CELL PHONES, SMART WATCHES & WEARABLE COMMUNICATION DEVICES USE

Purpose

This Supplemental Policy (“Policy”) is established to protect the safety, supervision, and well-being of the children in our care. Personal cell phones, smart watches & wearable communication devices used during work hours distracts from active supervision and professional responsibilities. This Policy ensures that staff remain fully present, engaged, and attentive at all times.

Policy Statement

While on duty and supervising children, employees are prohibited from using personal cell phones, smart watches & wearable communication devices. This includes, but is not limited to:

- Texting
- Phone calls
- Internet browsing
- Social media
- Photography or video recording of any children, parents, staff, or program activities is strictly prohibited at all times, including before and after shifts.
- Exception (Documentation Purposes Only):
 - Photography or video recording of children is only permitted using Center-issued equipment and only with prior written authorization from the Program Director, and when all required parental consent forms are on file. “Center-issued equipment” means only devices provided by the Program (e.g., Center cameras, tablets) and explicitly designated for documentation purposes.

Cell phones, smart watches & wearable communication devices must be stored away in the designated area or in personal belongings during work hours. For purposes of this Policy, ‘on duty’ includes all time when the employee is assigned to a classroom, playground, hallway, transition activity, or any role supervising children.

Permitted Use

Cell phones, smart watches & wearable communication devices are only allowed during:

- **Scheduled breaks**
- **Lunch periods**

- **Before or after scheduled shifts**

Staff must step away from classrooms and child-supervision areas when using their cell phones, smart watches & wearable communication devices during these appropriate times.

Emergency Use Exception

In the event of an emergency requiring immediate personal communication, employees must:

1. Notify the Director or immediate supervisor, and
2. Step away from the classroom or child-care area to handle the emergency.

Professional Expectations

- Staff must remain attentive and actively engaged with children at all times.
- Cell phones, smart watches & wearable communication devices used while supervising children may result in disciplinary actions, up to and including suspension or termination depending on the severity or frequency of the violation.
- Violations will be addressed according to the Chippewa Cree Tribe Early Childhood Learning Center's personnel procedures.

Acknowledgment

This Policy is intended to ensure compliance with applicable childcare supervision standards and licensing requirements. All employees will be required to sign an acknowledgment form verifying that they have read, understood, and agree to follow this Policy.

I acknowledge that I have received, read, and understand the Chippewa Cree Tribe Early Childhood Learning Center – Supplemental Policy: CELL PHONES, SMART WATCHES & WEARABLE COMMUNICATION DEVICES. I agree to comply with this Policy and understand that violations may result in corrective or disciplinary action consistent with the Chippewa Cree Tribe Early Childhood Learning Center's personnel procedures.

Employee Name (Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____