

## Sample Child Care Cell Phone Policy

It is crucial that every employee's full attention remains on the children enrolled at [Center Name] at all times, for both educational and safety reasons.

For this reason, personal cell phones are not permitted in any of the classrooms. 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, even during breaks.

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

Rarely, an urgent personal situation may arise that necessitates an employee's immediate access to his or her cell phone. In this situation, 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. Ratios must be maintained at all times.

