PV003

**Memo: To All Little Flower Staff**

**Re: Texting and Cell Phone Use**

Over the past few weeks, we have received over 20 phone calls or in-person complaints from parents regarding the use of mobile phones by staff members during teaching and caregiving hours. They find it to be unprofessional and reflective of a lack of vigilance in the care we provide. While you are at work, your ***full attention*** should be devoted to the children under your care.

We understand that you may have family members or other issues that require your attention during the daytime hours. You each receive two half-hour breaks throughout the 8-hour day. During those breaks, you may use your cell phone to text, call, or e-mail ***in the staff room only***. During all other times, you may not use your mobile phone. **Your cell phone should *never be visible* in the presence of the children you care for.**

A refusal or inability to follow these new guidelines will result in disciplinary action.

This is a very serious issue, and we have tried the informal approach of speaking to the individuals who have raised parents’ concerns. The lack of results from those conversations has forced us to implement a strict zero-tolerance policy. We appreciate your understanding in this matter.

We will discuss details and concerns at next week’s staff meeting. In the meantime, please adhere to this policy as detailed above.