



Prohibited Substances Policy (Cigarettes/Vapes/Alcohol/Illegal Drugs/Marijuana)

In accordance with **Delaware Child Care Licensing Regulation 47** and the **Beginnings and Beyond Employee Handbook**, the following rules apply to ALL employees at ALL times.

STRICTLY PROHIBITED

- **Use of** cigarettes, smoking or vaping of any kind (nicotine, flavored, CBD, THC, etc.), alcohol, illegal drugs, or marijuana/ marijuana products on or near center building and grounds or during field trips, transportation or any time children are present.
- **Possession of** cigarettes, smoking or vaping of any kind (nicotine, flavored, CBD, THC, etc.), alcohol, illegal drugs, or marijuana/ marijuana products on near center building and grounds or during field trips, transportation or any time children are present.
- **Being under the influence of** marijuana, alcohol or any other addictive and/or illegal substance.
- Smoking or vaping during lunch breaks, if any odor remains on clothing, hair, or belongings.
- Only lunch breaks are offered. **Smoke breaks are not offered.**

POSSESSION OF SUBSTANCES

If any of the following are found on the employee or in the employee's belongings– bags, jackets, pockets– **employment will be immediately terminated**, as these items should not be anywhere in the child care center for safety of children:

- Vapes or vape cartridges
- Cigarettes/tobacco
- Marijuana or marijuana products
- Alcohol
- Any illegal drugs or paraphernalia

USE OF SUBSTANCES

If an employee arrives, works, or ends their shift showing signs of being under the influence of any drug or alcohol or other addictive and/or illegal substance, it will result in **immediate termination**.

ODOR OF MARIJUANA

If an employee arrives, works, or ends their shift **smelling of marijuana**, this will be treated as being **under the influence at work**, resulting in **immediate termination**.

STATE REQUIREMENT: Delaware Licensing Regulation 47 prohibits smoking or vaping:

- Inside the center and in outdoor play areas
- While transporting children and during field trips or outings
- In the presence of children

BEGINNINGS AND BEYOND HANDBOOK REQUIREMENT

Per the employee handbook, p. 29; Smoking/vaping, alcohol and drugs (except valid prescriptions) are absolutely **prohibited inside, outside, on or near the center, including the parking lot**, and anywhere children are present. Smoke breaks are **not** offered.

ACKNOWLEDGMENT

I have read and understand this policy and agree to follow it. I understand that violations result in **immediate termination**.

Employee Signature: _____ **Date:** _____