



Mountain Kids Louisville

Employee Handbook

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1. Purpose and Use of This Handbook

This handbook explains the policies, responsibilities, and expectations for employees of Mountain Kids Louisville, LLC. It is a guide only and is not an employment contract.

Mountain Kids Louisville may modify, suspend, or end these policies at any time. Employment is at-will. Either you or Mountain Kids may end employment at any time, with or without cause or notice. We ask employees to give 30 days' notice when possible so classes can be covered smoothly.

2. Welcome to Mountain Kids

Mountain Kids Louisville has been a unique workplace fostering a family-like environment since 2004. Our success stems from our dedicated staff who prioritize students' well-being and development. We value your contributions, creativity, and positive attitude, expecting all employees to embody our motto: Happy. Confident. Strong.

3. Our Culture

Mission: Since 2004 we've continued to innovate and strive for continual improvement in our offerings for both our students and our faculty. Our mission: We are passionate about creating positive movement experiences that empower children to grow, learn, and thrive. Through Gymnastics, Ninja Zone, and Dance Classes, we nurture a love for movement, confidence to face challenges and the resilience it requires to find personal success. We build resilient kids for the future, one challenge at a time. It is our privilege to offer programs that unlock every student's unique potential and the opportunity to become: Happy, Confident and Strong.

Vision Statement: Our vision is to create a family friendly environment where families feel welcomed and valued. Where children of all ages can attend high quality, challenging and creative programming that add value to their day and create a desire to discover the joy of working hard, overcoming challenges and building resilience and success for the future.

Core Values

- **Commitment:** Support Mountain Kids' mission, vision, and goals.
- **Ownership:** Take responsibility for your work and results.
- **Integrity:** Tell the truth, keep commitments, and address problems promptly.
- **Excellence:** Deliver high-quality work and keep improving.
- **Communication:** Use positive language. Avoid gossip. Raise concerns privately.
- **Education:** Keep learning so you can teach and support others well.
- **Teamwork:** Work together to meet shared goals.

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- **Fun:** Help create a happy, enjoyable learning environment.
- **Systems:** Follow systems and suggest improvements.
- **Consistency:** Apply policies and routines consistently so families know what to expect.
- **Attitude:** Stay positive, treat people with respect, and look for the best in new ideas.
- **Conduct outside the gym:** You represent Mountain Kids in public. Students and parents may recognize you. Maintain professionalism.

4. Seven Characteristics of Successful Employees

- **Passion:** A genuine desire to help students and support the mission.
- **Belief:** Confidence in yourself, your teaching, and the company's values.
- **Strategy:** Use the tools Mountain Kids provides and bring your own strengths to the work.
- **Values:** Practice honesty, integrity, trust, and respect.
- **Energy:** Show authentic enthusiasm with students, parents, and coworkers.
- **Communication:** Keep communication open and positive.
- **Enthusiasm:** Carry yourself with confidence and help others do the same.

5. Workplace Guidelines

Code of Conduct

Arrive on time, prepared, and ready to work with professionalism and a positive attitude. "On time" means at least 15 minutes before your class starts.

Attendance

Report to work as scheduled. If you will be absent, notify Kelly Kingsbury and the director of your program/location as soon as possible.

Three consecutive workdays without reporting to work or notifying the company is treated as a voluntary resignation, unless the absence is protected by HFWA, FMLI, ADA, FMLA, or another applicable law.

Cell Phone Use

Personal phone use—calls, texts, email, and social media—is not allowed during work hours except for an emergency or a work task approved by a director. Keep phones off or silenced and stored in your bag or cubby.

Violations may result in:

- First offense: verbal warning
- Second offense: written warning
- Third or severe offense: suspension or termination

Dress Code

- Gym staff: Mountain Kids logo shirt and activewear, such as yoga pants.
 - Athletic shorts may be worn, but must be visible under your shirt. (booty shorts are not allowed)
- Ninja Staff: Ninja Zone or Mountain Kids logo shirt.
- Dance staff: Attire appropriate to the style you teach.
- Office staff: Logo wear, neat workout wear, or professional clothing.

Work Ethic

Work during scheduled hours. Schedule personal errands outside your shift. Arrive 15 minutes early to prepare and greet families. Stay until every student has been picked up.

Greet each student using their name and letting them know how happy you are to see them. -
“Hi Tammy, I’m so excited to see you today! How are you? Did you have fun in school today?”

6. Workplace Safety

Drug-Free and Alcohol-Free Workplace

Do not use, possess, or distribute illegal drugs or controlled substances, including medical marijuana, on company premises or while representing Mountain Kids. Off-duty use that harms the company’s reputation or your ability to work safely is also prohibited. Violations may result in immediate termination.

Smoke- and Vape-Free Workplace

Smoking, vaping, and tobacco use, including e-cigarettes, are not allowed in company buildings or work areas or anywhere on property.

Respiratory Virus Guidance

During a public-health emergency, Mountain Kids follows CDC guidance. Employees with a contagious respiratory virus, including COVID-19, should stay home until they have been fever-free for 24 hours without fever-reducing medication.

Fire

Use an extinguisher only on a small, contained fire. Evacuate using attendance lists. Release students only to a parent or authorized pickup person.

Tornado

Move students to the pit or under the Tumbl-Trak, cover them with mats, and release students only to a parent or authorized pickup person.

Intruder / Code Red

Lock doors, call 911, and move students to a safe area such as the pit or trampoline. Evacuate

with attendance lists if police direct you to leave. Whenever possible exit the facility with your classes moving in a zig zag pattern.

Inclement Weather

Morning closures follow BVSD. Check Facebook and the website for updates. Afternoon classes and birthday parties may still run if it is safe to do so.

Background checks and child-protection training are required. See Child Protection Policy.

7. Time Off and Leave of Absence

Family and Medical Leave Act (FMLA)

If you are eligible under federal law, you may take up to 12 weeks of unpaid leave in a 12-month period for a serious health condition, family care, birth, or adoption, or up to 26 weeks to care for a covered service member with a serious injury or illness. Give 30 days' notice when the leave is foreseeable. Otherwise, notify Anna Narvaes or HR as soon as possible.

Paid Sick Leave (Colorado HFWA)

Employees accrue 1 hour of paid sick leave for every 30 hours worked, up to 48 hours per year, for reasons allowed by the Colorado Healthy Families and Workplaces Act. Clock this time under Sick in Jackrabbit. Check your balance in the payroll portal; ask Anna if you need access reset.

Give 30 days' notice when the absence is foreseeable. Otherwise, notify us as soon as practical. Documentation is required for absences of 4 or more consecutive days. Unused sick leave is not paid out at separation.

Military Leave

Employees in the Colorado National Guard or Reserves may take leave for required training or service as provided by law, using paid or unpaid time as applicable. Notify Anna Narvaes or HR as required.

USERRA

USERRA protects job rights for employees who serve in the military. Reemployment rights generally apply if you give advance notice when possible, have no more than 5 years of cumulative uniformed service, and apply for reemployment on time. Health insurance continuation may be available for up to 24 months.

Jury Duty / Court Appearance

You will receive time off for jury duty as required by Colorado law. Mountain Kids will not threaten or penalize you for serving. Use available leave for personal court appearances.

Voting

If you have fewer than 3 non-work hours between 7:00 a.m. and 7:00 p.m. on Election Day, you may request up to 2 hours of paid voting time. Give prior notice.

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Civil Air Patrol and Disaster Volunteer Leave

Employees called to an emergency Civil Air Patrol mission may take up to 15 workdays of leave. We may ask for proof that the mission was completed. This leave is unpaid and does not reduce other benefits.

8. Child Protection Policy

Student safety is a core job requirement.

Hiring and screening

- Interviews include body-safety expectations, appropriate spotting, and consent.
- Personal and professional references are checked.
- All employees 18yrs and older must complete a background check within 30 days of hire.
- Employees 18 and older must complete Darkness to Light child sexual abuse prevention training within 30 days of hire.
- Key employees also complete Parenting Safe Children Training.

Supervision and contact rules

- An instructor may not be one-on-one with a student.
- Private lessons are discouraged. If one is approved, at least two adults must be present. The minimum staffing is two females, or one male and one female, whenever a student is in the facility. Parents are required to stay during private lessons.
- Coaching or socializing with students outside the facility is prohibited.
- Teacher-student contact by social media, text, or phone is prohibited.
- Following student's social media accounts is prohibited.

Reporting

Staff are mandatory reporters. If you have any concern about abuse or a child's safety, report it immediately to the proper authorities and notify the manager on duty and the owner.

Colorado child-abuse reporting:

Colorado Department of Human Services / CO4Kids

<https://co4kids.org/>

1-844-262-5437, Monday–Friday, 8:00 a.m. to 5:00 p.m.

Division of Early Care and Learning

Attention: Complaint Intake

1575 Sherman Street, 1st Floor

Denver, CO

All concerns are documented and moved through the chain of command: manager on duty, then owner.

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Mountain Kids continues this training through staff meetings, skill clinics, and relevant articles. Any concern about a child's safety should be brought forward immediately.

9. Electronic-Communications and Social-Media Policies

Purpose

Protect minor athletes, prevent grooming and secret contact, and keep all staff–athlete communication professional and reviewable.

Required standard

All electronic contact with a minor athlete must include a parent or guardian and be:

- **Professional** — include information directly related to class, performance, competition.
- **Open and Transparent** — include at least one of:
 - the athlete's parent/legal guardian
 - an adult immediate family member
 - another Adult Participant (for example, another coach or the front desk)
- On a platform that can keep a record of the message

If a minor messages you first and no parent or other adult is included, do not reply one-on-one. Either do not respond, or add a parent/guardian or another Adult Participant before you reply. Team messages have the same copy-in requirement.

Personal social media

Employees may not:

- Friend, follow, accept, or otherwise connect with a minor athlete on a personal account
- Keep an existing personal connection; it must be disconnected
- DM, Snap, or privately comment in a way that creates one-on-one contact
- Use disappearing or unrecorded private messaging as the way to contact a minor

Official club/team/program pages are allowed. Athletes and parents may follow the organization page. Staff should post and reply there, not from personal accounts. Public "fan/celebrity" pages are treated differently from personal profiles.

Photos, video, and posting

- Take photos/video only in public view and in a decent, sport-appropriate way
- Do not photograph or record in locker rooms, restrooms, or changing areas — by anyone, including staff and athletes
- Do not post or share a minor's image or video without parent/guardian consent
- Honor parent opt-out requests immediately
- Managing a recruiting or athlete-promotion page for a specific minor requires the official parent consent form and must be stopped if consent is withdrawn

Do not post other children in the background without the required consent. Do not post content that is sexual, degrading, or otherwise inconsistent with a professional coaching relationship.

Parent requests

If a parent/guardian writes that staff may not contact their child electronically, stop all electronic contact immediately except a true emergency (for example, a child left unsupervised after practice).

Exceptions (limited)

One-on-one or personal-account contact is allowed only if a documented exception applies:

- **Emergency** — immediate safety need; document the situation afterward

How staff should communicate

Use:

- Business email, Business phone, approved studio app, or official team page
- Group texts/emails that include parents
- Another staff member and parent/guardian copied on any message that includes a minor

Do not use:

- Personal cell number as the default line to a minor
- Personal Instagram/Snapchat/TikTok to message athletes
- Private coaching DMs
- Asking a minor to “keep this between us”

Give parents the official club contact methods. Do not tell families to text a coach’s personal phone for routine matters.

Related gift rule

Do not give personal gifts to a minor athlete unless a Close-in-Age or Dual Relationship exception applies. Team-wide or club-approved rewards are allowed.

Reporting

Report suspected sexual misconduct or child abuse to law enforcement and the U.S. Center for SafeSport immediately. Report other Safe Sport or prevention-policy violations (including secret messaging, personal social-media connections with minors, or posting without consent) to USA Gymnastics and club management. Retaliation against a good-faith reporter is prohibited.

- SafeSport: uscenterforsafesport.org/report-a-concern or 833-587-7233
- USA Gymnastics: 833-844-SAFE (7233)

Consequences

Violations may result in coaching restrictions, removal from athlete contact, termination, and a

report to USA Gymnastics and/or the U.S. Center for SafeSport. Clubs may adopt stricter rules (for example, “club channels only” or limited messaging hours) but may not adopt weaker ones.

10. Operational Guidelines

Arrival

Arrive 15 minutes before class to set up, check safety, review the roster, and greet families. Stay until every student is picked up. If you will be late, call the office at 303-665-8287.

Class management

Know your lesson plan, follow the rotation, check for new students and birthdays, learn names, and build positive parent communication. Connect with one or two parents each class.

Time off requests

You are responsible for finding and preparing a substitute. Email the written request and the sub’s name to:

- Kelly Kingsbury, kelly@mountainkidsloouisville.com, for gym and ninja
- kaitlyn@mountaincontemporarydance.com for dance

Illness, a death in the family, and childcare emergencies come first. Use facility closures when you can: 2 weeks for cleaning and maintenance, 2 weeks at Christmas, and 1 week at Spring Break.

Cleaning

Every shift includes cleaning.

- Gym and ninja staff: wipe equipment, complete one listed duty, and sign the cleaning binder.
- Office staff: keep the lobby and bathrooms tidy; check bathrooms midday.
- Dance staff: clean hallways, studios, and high-touch surfaces.

Payroll

Pay is processed biweekly on Fridays. Record student contact time accurately in Jackrabbit. Discuss pay questions privately with Anna Narvaes.

Continuing education

Gymnastics and ninja teachers must attend scheduled in-services. Dance teachers are expected to always be learning and may use local education opportunities.

11. Employee Benefits

Subbing Pay

Subbing is part of the job. Teaching hours worked as a sub receive a \$2 per hour bonus on top of your regular rate. Clock those hours under Sub so the bonus is applied. The bonus is for teaching hours only.

Saturday Pay

Teaching hours on Saturday receive a \$2 per hour bonus. Clock Saturday hours under Sat or eSat (Erie). The bonus is for teaching hours only.

PAID TIME OFF

1 hour of accrued, paid leave per 30 hours worked, up to 48 hours per year. To take advantage of PTO you will clock your hours under Sick in your Jackrabbit time card. To view the number of hours you have available you will need access to your payroll portal - reach out to me if you need this reset.

Family and Medical Leave Insurance (FAMLI)

Employees who earn at least \$2,500 in wages subject to FAMLI premiums may be eligible for up to 12 weeks of paid FAMLI leave, or up to 16 weeks for pregnancy or childbirth complications. Covered reasons include bonding, caregiving, certain military family needs, and safe leave related to domestic violence or sexual assault. Request leave 30 days in advance when possible. Willful misrepresentation can disqualify you from benefits for one year.

401(k)

Mountain Kids Louisville offers a 401(k) to employees who:

- Are at least 18 years old
- Have worked at Mountain Kids Louisville for at least 1 year
- Worked at least 1,000 hours in the prior year, about 20 hours per week

Once eligible, Mountain Kids makes a 3% employer contribution. You may also contribute; employee contributions are optional.

Insurance for full-time employees 30+ hours per week

Employees who consistently work an average of 30 or more hours per week may receive:

- 100% employer-paid health insurance
- Partial coverage of dental, vision, and gap insurance

You must be employed at least 60 days and maintain 30 hours per week on a consistent basis. Coverage ends if your hours no longer meet that standard. A 30 day notice will be given should hours not meet the minimum and coverage will end.

12. Employee Tuition Benefit Programs

Tuition discounts and childcare reimbursement are part of your total compensation. If you use a large tuition benefit, your hourly raise may be smaller or less frequent than raises for employees who do not use the benefit.

Eligibility

To use the tuition benefit, a teacher must:

- Be at least 21 years old
- Have been employed at least 60 days
- Use the benefit for immediate family members only

Tax note

Under IRS Code Section 132(c), employees may receive a tax-free discount of up to 20% of the regular customer price on classes. Any discount beyond 20% is generally taxable compensation and may be reported and taxed as wages.

Parent-shared classes

Employees' children may attend parent-shared classes at a 100% discount. These classes include Twinkle Stars, Mini Moonbeams, Baby Ninja, Moonbeamer, and Little Movers.

Independent classes

When a student moves to independent classes, each employee family may receive one complimentary class. That complimentary class must be the family's least expensive class. All additional classes are 50% off.

Only one complimentary enrollment is allowed in any single class. If that class already has a complimentary employee enrollment, tuition is 50% off. If this occurs, the complimentary class will be granted to the employee who works the most hours per week.

Teams and student companies

Team and student-company tuition is 50% off. The complimentary-class benefit does not apply.

Camps, parties, and special events

Camps, parties, and special events are 50% off, including day camps, ninja camps, and dance camps.

If you are teaching a camp or special event, your child may attend that event free.

If you are staffing a birthday party outside regular party hours, the party may be free if management approves it and it is booked in Jackrabbit. Every participant must sign a waiver. You must pay any extra staff directly.

Additional fees

Employees pay all extra fees, including popsicles, apparel, recital fees, entry fees, company fees, team fees, uniforms, and costumes.

Enrollment

Enroll students in Jackrabbit and keep a current credit card on file for extra fees.

Additional benefit for employees averaging 30+ hours per week (hours are audited periodically)

Employees who consistently work 30 or more hours per week may receive one complimentary class per child. Additional classes are 50% off. The complimentary class must be each child's least expensive class. All other terms and conditions apply.

If you drop below 30 hours per week for more than two pay periods, this extra benefit ends.

Policy note

Misuse of these benefits will result in loss of the discount. Discounts may change at any time.

Childcare reimbursement

Mountain Kids childcare reimbursement will end on December 31, 2026.

13. Conflicts of Interest and Confidentiality

Do not use your position for an improper personal benefit. Keep company, client, student, and employee information confidential. Do not share employee lists or family data.

Do not disclose company information to third parties without approval from Anna Narvaes.

Violations may result in:

- First offense: verbal warning and retraining
- Second offense: written warning and possible suspension
- Third or severe offense: immediate termination

14. Employment Relationship

Deductions from Pay / Safe Harbor

Mountain Kids follows FLSA salary-basis rules for exempt employees. Allowed deductions include those required by law, authorized benefits, certain full-day personal absences, unpaid disciplinary suspensions, and weeks in which no work is performed.

If you believe an improper deduction was made, report it to Anna Narvaes. We will investigate and reimburse any error.

Separation from Employment

When employment ends, return uniforms, keys, and training materials within one week and complete an exit interview. Final pay may not be direct-deposited.

15. Minimum Pay Standards

As of January 1, 2026, Colorado's state minimum wage is \$15.16 per hour. Local minimum wages apply if they are higher. MKL, LLC will continue to update as increases in minimum wage are announced.

16. Non-Discrimination and Accommodation

Equal Opportunity

Mountain Kids Louisville is an equal opportunity employer. We do not discriminate based on race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and related conditions), gender identity or expression, sexual orientation, marital status, religion, age, disability, genetic information, military service, or any other status protected by federal, state, or local law.

This applies to hiring, promotion, pay, termination, and how we serve families. We are committed to an inclusive workplace.

Americans with Disabilities Act (ADA)

Mountain Kids provides reasonable accommodations to qualified individuals with disabilities unless doing so would cause an undue hardship. We do not discriminate or retaliate based on disability or an accommodation request.

If you need an accommodation, contact HR. Describe the request and provide supporting documentation when asked. We will use an interactive process to review the request and keep medical information confidential.

Report discrimination, harassment, or retaliation to Anna Narvaes or HR.

Disciplinary Action

Unlawful discrimination or harassment may result in:

- First offense: verbal warning and retraining
- Second offense: written warning and possible suspension
- Third or severe offense: immediate termination

Retaliation against anyone who raises a good-faith concern is prohibited.

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17. Harassment and Complaint Procedure

Mountain Kids prohibits harassment of employees, applicants, contractors, interns, and volunteers based on any protected characteristic listed above. Retaliation for reporting harassment or taking part in an investigation is also prohibited.

Unlawful harassment is conduct that creates an intimidating, hostile, or offensive work environment, interferes with job performance, or affects employment opportunities because of a protected characteristic.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other sexual conduct that affects employment or creates a hostile work environment. Examples include unwanted physical contact, sexual comments, suggestive displays, or questions about someone's sexual experience.

How to report

Report harassment to your manager or director as soon as possible. You may also report it to Anna Narvaes or HR. Mountain Kids will investigate promptly and as confidentially as practical, then share the outcome with the people involved.

Confirmed violations follow the discipline steps above. Severe misconduct may result in immediate termination.

Employees may also file a complaint with the Colorado Civil Rights Division or the U.S. Equal Employment Opportunity Commission within the time limits allowed by law.

18. Disciplinary Procedure

Mountain Kids generally uses progressive discipline, but employment remains at-will. The company may skip steps or end employment at any time.

Typical steps:

- A scheduled discussion of the issue and expected correction
- A meeting to hear your input, set written benchmarks, and warn of further action
- A follow-up meeting to review those benchmarks
- A reprimand if the benchmarks are not met, which may include termination

Harassment, discrimination, safety violations, child-protection violations, and confidentiality breaches may result in immediate termination. Discipline is documented in the personnel file.

19. Acknowledgment Forms

Please sign and return these forms to Anna. Each form will be placed in your personnel file.

Employee Handbook Acknowledgment

I acknowledge that I received the Mountain Kids Louisville Employee Handbook. I agree to read and follow its policies. I understand it is for information only, is not an employment contract, and may change without notice. I understand that I am an at-will employee and that my employment may end at any time, with or without cause or notice.

Employee's name (print): _____

Signature: _____

Date: _____

Harassment Policy Acknowledgment

I have read and understand Mountain Kids Louisville's harassment and anti-discrimination policy and agree to follow it.

Employee's name (print): _____

Signature: _____

Date: _____

Operational Guidelines Acknowledgment

I have read and understand Mountain Kids Louisville's Operational Guidelines and agree to follow them.

Employee's name (print): _____

Signature: _____

Date: _____

Benefits Acknowledgment

I have read and understand Mountain Kids Louisville's Employee Benefits and Employee Tuition Benefit Programs and agree to follow them.

Employee's name (print): _____

Signature: _____

Date: _____

Child Protection Policy Acknowledgment

I have read and understand Mountain Kids Louisville's Child Protection Policy and agree to follow it.

Employee's name (print): _____

Signature: _____

Date: _____

Electronic Communication and Social Media Use Acknowledgment

I have read and understand Mountain Kids Louisville's Electronic-Communications and Social-Media Policies and agree to follow them.

Employee's name (print): _____

Signature: _____

Date: _____

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