



Your Kidango Benefits

Kidango provides our employees with a number of benefits. Please review the information below for an overview of your benefits. We will answer any questions about these benefits at New Hire Orientation. Each enrollment form must be received by Human Resources prior to receiving the benefit.

Kidango allocates \$406.02 if you choose medical and the combined dental and vision coverage a month to full-time employees and \$100.00 if you opt-out. If you waive medical and/or dental coverage because you already have coverage, you must show proof of other coverage.

Medical, Dental and Vision Benefits

To be eligible for medical and dental benefits you must be salaried and work a minimum of 20 hours per week. If you have a teaching position you must possess a minimum of 12 early childhood education semester units. Eligibility date is the first of the month following the month we receive your enrollment forms or the first of the month following the lifestyle change and/or eligibility effective date. Benefit enrollment and changes are available for salaried employees during Open Enrollment Period and/or within 30 days of a lifestyle change. For additional information, or to enroll in any benefits, contact the Human Resources Department at 510-744-9280 ext. 47.

Benefit Type	Employee	Employee + 1	Family
Kaiser Medical (HMO)	\$385.19	\$770.39	\$1090.10
Kaiser Medical (POS)	\$474.59	\$949.19	\$1343.11
Guardian Dental and Vision (DHMO)	\$20.83	\$35.65	\$55.34
Guardian Dental and Vision (PPO)	\$45.08	\$82.13	\$126.33

If you have medical and dental insurance with a company outside of Kidango, you may waive Kidango's coverage by signing a Waiver of Group Medical and Dental Coverage. You may then use the benefit money towards the benefits listed below. Attach this form to your Benefit Selection Form.

To apply any portion of the \$100.00 to another benefit allotment, you must show proof of medical and dental insurance either through Kidango or by attaching a waiver form to your Benefit Selection Form.

Discounted Kidango Child Care Benefit

You are eligible for 50% discount on Kidango full fee child care rates upon hire. Part-time employees are eligible for pro-rated discount up to 50% depending on the number of part-time hours. The Employee Policy Agreement for Discounted Child Care benefit must be completed and turned in prior to the effective date.

*Effective the first day of employment IF the enrollment is received on the first day of hire.

Employee Assistance Program

Assistance areas: Professional Guidance and Counseling on topics such as Parenting, Care Giving, College, Relocation, Special Needs, Legal and Financial advice. Unlimited legal advice by telephone.

Life Insurance

\$20,000.00 benefit for all eligible employees.

Tax Sheltered Accounts

You are eligible to participate in the tax sheltered accounts (TSA). To apply any portion of the \$100.00 allotment to a TSA, you must show proof of medical and dental insurance either through Kidango or by attaching a waiver form to your Benefit Selection Form. You must set up your own account(s) with a financial advisor. Please call the appropriate number below and ask about setting up a 403b retirement account. (Maximum amount of payroll deduction is year per IRS code.)

American/Twentieth Century Family of Funds – 1-800-345-3533 ext 44999
VALIC Family Funds – 1-800-892-5558 ext. 87899

****Effective the first day of the month following employment If the enrollment is received by the last time sheet due date of the month.**

Vacation

Regular, full-time, salaried employees (except Director Team Staff) shall be entitled to accrue vacation leave at the rate of fifteen days per year for years one through nine (see chart below). Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay or a leave of absence. Regular part-time salaried employees accrue vacation leave on a pro-rata basis. Temporary employees do not accrue paid vacation.

Kidango Staff **

All Staff Years of Service	Vacation Days	Sick Leave	Holiday	Personal Days	Total Days
First thru Ninth Year	15	7.5	11	0	33.5
Tenth thru eleventh	17	7.5	11	0	35.5
Years 12 thru 13	19	7.5	11	0	37.5
Years 14 thru 15	21	7.5	11	0	39.5
Years 16 thru 17	23	7.5	11	0	41.5
Years 18 +	25	7.5	11	0	43.5

**** Staff will receive an additional one-time 5 day bonus vacation upon completion of five years of service, and each subsequent five years of service.**

New hires will accrue sick hours from date of hire and vacation hours upon successful completion of the six month introductory period.

Holidays

Full-time and part-time salaried employees shall be entitled to eleven (11) paid holidays each year.

Provident Central Credit Union or Patelco Credit Union

You are eligible to sign up for either credit union at any time. They both offer low rates for loans and savings plans. Call the provider to set-up with either Credit Union.

Provident – 1-800-632-4600
Patelco – 1-415-442-6265

Automatic Payroll Deposit

You are eligible to deposit full or partial amounts of your paycheck automatically. You can sign up through Human Resources Department by submitting the Automatic Deposit form with a voided check or saving deposit slip. It takes a minimum of two pay periods to become active.