



Staff Contract

School Year / Summer Session

Please initial at the bottom of this paragraph; that you have *read and understand* our Staff Handbook, as well as the Parent Handbook @ (www.firstyearsacademy.com). By initialing this statement, you acknowledge that you accept all the rules and regulations within, which you have read. This includes that you will do your best to follow the Staff Handbook and be knowledgeable of the Parent Handbook so you can assist in reminding parents of their responsibilities within. Know that you may get friendly reminders if some of the rules in the handbook are not being followed. _____ (Initials)

This is a legal and binding contract between First Years Academy and _____ . (Your name) You must initial each of the numbered statements below; that you have read and understand them and sign on the last page that you accept this Staff Contract and the Staff and Parent Handbook in their entirety. _____

You agree to provide all forms, certificates and any other documentation needed, to First Years Academy before your employment begins. And that you will be responsible to maintain your records and have them updated in a timely manner as needed by Regulations. _____

Staff Identification:

Name _____ Position _____

Licensure:

Type of Certificates held:

1. Teaching services, beginning on _____ (date) until _____ (Date), will be provided by you at First Years Academy for the _____ classroom, with the exception of needed assistance in other classrooms, at any time, of which you are qualified for, to comply with proper staff to child ratios. You agree to the following times as required; Monday from ____am to ____pm, Tuesday from ____am to ____pm, Wednesday from ____am to ____pm, Thursday from ____am to ____pm and Friday from ____am to ____pm.

2. Your pay will be \$_____ per hour. Pay checks and/or direct deposit occur on each Friday for the previous week worked. Your payroll sheet is your responsibility; you must sign in and out on a daily basis as well as tally hours worked. Your calculations will be verified by our accountant. If you chose not to do so, only the hours on your sheet will be called in for payroll. _____

3. You agree to serve First Years Academy for the number of days in the _____ session. You also agree to perform other duties assigned by the administrator, and to work cooperatively with the staff, faculty and administration of the school. You should devote a reasonable amount of time out of class to curriculum development, sponsoring parent/student activities, and other duties as assigned by the administrator. Any appointments, inclement weather situations or sick days will need to be called in to the administrative staff and approved before you may assume you are able to take the time off. _____

4. At the end of each session, your job performance will be evaluated by the administrative staff. First Years Academy may offer Staff a new contract of employment for the next session on or before June 15/August 15. You must give a two (2) week written notice of intention not to re-employ on or before these dates. Failure to give a two (2) week notice may result in payroll delays pending any fees related to filling your position which will be deducted from your payroll for fees First Years Academy incurs. _____

5. The school year begins the first day the Narragansett School District begins through the last the day The Narragansett School District is in session. Our summer program, which begins the last day The Narragansett School District is in session, will end when the school year begins. You agree to be present at any open house scheduled and the graduation which is in June. You must be available during the months of the session you are hired. This allows the enrollment process to correspond with State Regulations for staff to child ratio and ensures a position for your job. _____

6. You agree to come to work on time and be in your classroom at your scheduled time prepared to start working. Your hours or arrival, and departure for the day as well as for appointments/breaks will be logged by Directors and Administrative staff and your hours may be cut or your contract may be terminated if they become a problem. Please understand; we must stay in proper staff to child ratio per State Regulations and the longer you are not in your classroom, the longer the other staff suffer having to make up for you being out of the center. _____

7. You understand that staff at First Years Academy may be in photos to use within the center. You also acknowledge that upon entering our premises, you are being monitored by video cameras. Your activities will be store at an off site facility for your protection, as well as the security of our facility, and that of the children in your care. If the media is present you agree that you may_____ may not_____ be photographed by the media. _____

8. By being employed at First Years Academy, you are granting irrevocable permission to stream live videos of yourself on the World Wide Web without further consideration. You agree to indemnify and hold harmless First Years Academy and KidsVision from ANY claims resulting from the video service. Although KidsVision has implemented maximum level security measures to protect against unauthorized access to the system. You as a Staff Member have the responsibility of protecting yourself and others in the school by making sure that anything negative that staff and/or parents may say that is inappropriate in nature will be immediately reported to the director/administrative staff so that it may be taken care of promptly.

Staff signature_____ initials _____

First Years Academy _____Position _____