

STARTING POINT CHILDREN'S CENTER

2017

Employee Handbook

Policies, Procedures & Information

Effective as of June 2017

The 2017 Employee Handbook contains policies, procedures and important information pertaining to my employment at Starting Point Children’s Center (“SPCC”). Please visit www.startingpointkids.com and click on the “Employment” section to review the most current Employee Handbook.

By signing below, employees acknowledge and understand that:

- A link to SPCC’s Policy and Procedures Handbook has been given to employees for review and future reference.
- Employees must familiarize with the Handbook contents and comply with the information provided.
- The Employee Handbook is neither a contract of employment nor a legal document.
- The Employee Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of SPCC.
- The information, policies, and benefits described in the Employee Handbook may be subject to change from time to time. All such changes will be posted in SPCC’s website and communicated to employees through official notices, emails, meetings, and/or other communication media. Employees recognize that revised information may supersede, modify, or eliminate existing policies.
- Employees should consult SPCC if I have any questions about the information contained in the Handbook.

By signing this document, I acknowledge that I have reviewed the Employee Policy and Procedures Handbook and I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it.

Employee’s Name (printed):

Employee’s Signature:

Date: _____

Please sign and return for SPCC records

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