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Partner & Volunteer Handbook

Effective June 8, 2018

Office/Director 802-334-4555

Infant Classroom 802-334-4222

Preschool Classroom 802-334-4550

Website: https://sites.google.com/view/newport-promise-community-earl/home

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# SECTION 1: GENERAL

## Welcome

We are pleased to have you with **Newport Promise Community Early Care and Learning Center**. We pride ourselves working with partnered staff and volunteer individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team.

This handbook is designed to familiarize you with **Newport Promise Community Early Care and Learning Center**, providing you with information about working conditions, expectations, and some of the policies affecting your partnership with us. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with the center director.

After reviewing this handbook, please sign both copies of the Acknowledgment and Release form included at the end of this document. This confirms that you have received the handbook and understand its contents. Please return the Partnered Staff/Volunteer Copy to Director.

No handbook can anticipate every situation or question about all of our policies and terms of partnership. The Director may tailor the policies set forth herein to specific situations. **Newport Promise Community Early Care and Learning Center** reserves the right to add new policies and to change or cancel existing policies at any time. We will endeavor to notify you of any changes to this handbook as they occur.

Questions about the handbook or its application to specific situations should be directed to your director.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered. References in this handbook to “us” and “company” include **Newport Promise Community Early Care and Learning Center** and all affiliated entities.

Welcome to **Newport Promise Community Early Care and Learning Center**. We hope that your experience here will be challenging, enjoyable, and fulfilling.

## Newport Promise Community Early Care and Learning Center

## Mission

The **Newport Promise Community Early Care and Learning Center** will create a sustainable community framework to support children and families in a way that promotes social, emotional, and physical wellbeing in a safe environment. All aspects of the program will emphasize a family centered and trauma informed philosophy that recognizes the parent as every child’s first teacher. **Newport Promise Community Early Care and Learning Center** will partner with families and other community resources and groups to promote a stronger community to meet the needs of our families and partnerships.

The **Newport Promise Community Early Care and Learning Center** goal is to be an incubator of innovation and best practice for the community. The center will pioneer a multigenerational approach with intensive parent and community involvement. The result will be a high quality, trauma informed, program that is integrated with the broader early care and education system and the community.

## Philosophy

**Newport Promise Community Early Care and Learning Center** believe that quality childcare nourishes the healthy growth and development of the whole child. The first five years of a child’s life is important as it lays the foundation for all intellectual and emotional development. We believe that each child is a unique individual who needs a secure, caring, and stimulating environment in which to grow:

* Emotionally
* Intellectually
* Physically
* Socially

It is our desire as a center to help each child meet their fullest potential in their development by providing an environment that is safe, caring, supports risk-taking, fosters children’s creativity and interest.

The centers environment accepts and encourages children to express their full potential in all aspects of their development. Through children’s natural curiosity to explore their environment, we will create a setting that first engages and then stimulates physical, social, emotional and cognitive development with a goal to maximizing their potential. There are four elements that we believe are conductive to establishing the center environment:

* The teacher acting as a facilitator
* Allowing the child’s natural curiosity to direct his/her learning
* Promoting respect for all things and all people
* Family Partnership

**Newport Promise Community Early Care and Learning Center** believe that good communication and partnership between families and staff is an extremely important part of quality childcare. We are committed to creating a strong bond with you and your family, helping to ensure the best start to your child’s grow and development. As Parent/Guardian’s you are your child’s first and most important teacher. You hold valuable knowledge and information about your child that will help us best provide for your child. It is our goal to make you feel confident and comfortable with leaving your child in our care each day. Each child is different, unique, and special and will be treated that way. Each child will be encouraged to grow and develop at their own pace.

## Hours of Operation

Child care services are provided from 7 AM to 5 PM Monday through Friday

Partner and Volunteer hours from 7:30 AM to 5 PM Monday through Friday

## Building Access

## Partner Staff and Volunteers will have access to building from 7:30 Am to 5 PM. You will need to report to office to sign in before entering the classrooms and then come to office to sign out when you leave. If front door is locked hit buzzer and someone will come let you in.

SECTION 2: Partnered Staff/Volunteer Position

## Anti-Harassment and Non-Discrimination

**Newport Promise Community Early Care and Learning Center** wants to provide all Partnered Staff/Volunteer a work environment that is free from harassment and discrimination. Therefore, it shall be **Newport Promise Community Early Care and Learning Center**’s policy to prohibit discrimination or harassment of Employees and Partnered Staff/Volunteer based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

**Newport Promise Community Early Care and Learning Center** expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made a term or condition of employment; or
2. submission to or rejection of such conduct is used as basis for employment decisions; or
3. such conduct interferes with an individual’s work performance; or
4. conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that ***could be viewed as*** sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide Partnered Staff/Volunteer with some idea of the type of conduct that is prohibited under this policy.

* Sex oriented verbal “kidding,” “teasing,” or jokes
* Foul or obscene language or gestures
* Physical contact such as patting, pinching, or brushing against another’s body
* Pressuring someone to go on a date
* Comments about an individual’s sexual activity, deficiencies, or prowess
* Displaying sexually suggestive objects, pictures, or cartoons
* Unwelcome leering, whistling, body gestures, suggestive or insulting comments
* Inquiries into one’s sexual experience and discussion of one’s sexual activities.

Communication of any harassing material by e-mail, voice mail, organization bulletin boards or otherwise is a violation of **Newport Promise Community Early Care and Learning Center**’s policy against harassment.

### Reporting Harassment

**Newport Promise Community Early Care and Learning Center** encourages Partnered Staff/Volunteer to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Partnered Staff/Volunteer should report harassment **before** it becomes severe or pervasive.

* Any Partnered Staff/Volunteer who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
* Any Partnered Staff/Volunteer who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual.
* Every reported incident of unlawful harassment or discrimination will be investigated.
* Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

### Investigation

**Newport Promise Community Early Care and Learning Center** will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action. With investigation confidentiality cannot be guaranteed.

### Responsive Action

Partnered Staff/Volunteer found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No Partnered Staff/Volunteer will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint. However, an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

## Ethics Policy

Ethics are integral to the successful achievement of our mission at **Newport Promise Community Early Care and Learning Center**. We will implement NAEYC Code of Ethical Conduct at all times. Partnered Staff/Volunteer are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, Partnered Staff/Volunteer will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Partnered Staff/Volunteer must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

**Confidential Information**

Rules pertaining to the use and disclosure of confidential information are listed below:

* Information entrusted to Partnered Staff/Volunteer must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside **Newport Promise Community Early Care and Learning Center**, who does not have a legitimate need for the information.
* Confidential financial information about **Newport Promise Community Early Care and Learning Center** must not be disclosed to outsiders.
* Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of **Newport Promise Community Early Care and Learning Center**, including, but not limited to, **Newport Promise Community Early Care and Learning Center**’s existing and contemplated products and services; procedures of distributing, pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and proprietary information related to vendors and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of **Newport Promise Community Early Care and Learning Center**, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

## Mandated Reporting of Abuse and Neglect

All persons working with children are mandated reporters of child abuse and neglect pursuant to 33 V.S.A §4913 and are required to report to the Child Abuse Hotline when they reasonably suspect abuse or neglect of a child.

This report must be made within twenty-four (24) hours of the time information regarding the suspected abuse or neglect was first received or observed.

Abuse and/or neglect of children is against the law and all childcare workers are legally required to report suspected child abuse or neglect.

## Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires **Newport Promise Community Early Care and Learning Center**, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result, the following is prohibited:

* Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
* The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
* The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and
* Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

**Newport Promise Community Early Care and Learning Center** will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating a Partnered Staff/Volunteer.

As a condition of partnership, Partnered Staff/Volunteer must abide by the terms of this policy and must notify **Newport Promise Community Early Care and Learning Center** of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

**Newport Promise Community Early Care and Learning Center** has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc.) and Partnered Staff/Volunteer property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. **Newport Promise Community Early Care and Learning Center** may, but is not required, to obtain the Partnered Staff/Volunteer’s consent when property belonging to or used by a Partnered Staff/Volunteer is to be searched.

## Confidential, Proprietary and Other Nonpublic Information

The protection of confidential information and proprietary inventions is vital to the interest and the success of **Newport Promise Community Early Care and Learning Center**. Such confidential information includes, but is not limited to, the following:

* Donor Names/Information
* Employee/Partnered Staff/Volunteer data
* Family/Client information
* Financial information
* Research and development initiatives
* Pending projects and proposals

The disclosure of **Newport Promise Community Early Care and Learning Center**’s confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information. Please refer to Section 3: Partnered Staff/Volunteer Conduct, Electronic Communication for further explanation.

## Background Check/Finger Printing

All personal must complete background check and have approval by state to work with children. All personal that could be left alone with children or count in adult to child ratio must undergo fingerprinting.

# SECTION 3: PARTNERED STAFF/VOLUNTEER CONDUCT

## Computer Use

Use of **Newport Promise Community Early Care and Learning Center**’s computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All Partnered Staff/Volunteer have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Partnered Staff/Volunteer may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. **Newport Promise Community Early Care and Learning Center** may delete unlicensed and personal software without notice.

## Electronic Communication

All communications transmitted by, received from, or stored in **Newport Promise Community Early Care and Learning Center**’s computer systems are considered to be the property of **Newport Promise Community Early Care and Learning Center**. The following apply to use of **Newport Promise Community Early Care and Learning Center**’s computer and telecommunication resources and services:

* Partnered Staff/Volunteer must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
* Partnered Staff/Volunteer should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
* No personal right of privacy exists in any file contained within or transmitted by **Newport Promise Community Early Care and Learning Center**’s computers. **Newport Promise Community Early Care and Learning Center** reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
* Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws. This also applies to downloading, displaying or storing of such materials in **Newport Promise Community Early Care and Learning Center**’s computers.
* The computer and telecommunication resources and services of **Newport Promise Community Early Care and Learning Center** may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
* While **Newport Promise Community Early Care and Learning Center** understands that Partnered Staff/Volunteer occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
* Partnered Staff/Volunteer are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Partnered Staff/Volunteer are responsible for all transactions made using their passwords.
* The rules in this Partnered Staff/Volunteer Handbook on confidentiality and electronic communication extend to social media to the extent it is used on our equipment or with identification of us as your employer. Please be mindful and careful when engaging in exchanges of social media with other Partnered Staff/Volunteers, and our families, vendors, sponsors, customers, and the like, so that you do not disclose our confidential information to outsiders or the general public, and so that you represent us in a positive light. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter & Instagram) can violate the privacy of children and families. Social media comments that are playful or teasing in a personal setting may be out of place when identified with us. If you identified yourself as a Partnered Staff/Volunteer of ours in social media, you may be subject to the applicable portions of this Partnered Staff/Volunteer Handbook with respect to that conduct.

## Personal Appearance

## Partnered Staff/Volunteer have a direct impact on the image of Newport Promise Community Early Care and Learning Center and should appear neat, clean, and dressed appropriately for the work being performed. Please check with director for more information on workplace attire expectations and requirements in your area.

## Phone Usage/ Cell Phone Policy

Personal calls should be kept to a minimum and should not interfere with the volunteer work and or center operations work.

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. However, there may be times when either a cell phone or walkie-talkie will be required for safety when off-site during walks or trips outside of the premises. These instances will be evaluated on a case-by-case basis.

## Personal Conduct

While you are in **Newport Promise Community Early Care and Learning Center,** you are representing us just as the childcare center staff. You should conduct yourself in accordance to the information and policies found in the handbook. As a partnered staff or volunteer you are an important piece to our success, growth and your personal conduct has a lasting effect on the center.

## Smoking Policy

As required by law, all facilities and vehicles owned, operated or leased by **Newport Promise Community Early Care and Learning Center** are smoke-free. Smoking shall be permitted:

* 25 or more feet from a building entrance or exit and providing it is away from windows and air intakes.
* In personal vehicles (that are parked 25 feet or more away from entrance or exit of building)

No additional breaks beyond those allowed under **Newport Promise Community Early Care and Learning Center**’s break policy may be taken for the purpose of using tobacco or similar products. Violation of this policy is subject to disciplinary action.

# SECTION 4: Emergency Preparedness Procedures

## Drill Procedures

**INTRUDERS/EMERGENCY DRILL:**

Should an unwelcome intruder (a disgruntled parent, perhaps) enter the building, the center director will instruct staff to secure the building. The following steps will both prevent unwelcome visitors and help staff react appropriately in the event of an intruder.

All authorized people entering the building need to sign-in on the visitors sign in/sign out log.

Exemptions: Parents that pick-up/drop-off regularly as they sign in/out in the attendance record.

Any unauthorized person must identify him/herself.

What is his/her purpose for being here?

Tell intruder he/she needs to leave if there is no valid reason for being on premise

If this person is uncooperative:

1. Center staff calls 911.

2. Center staff/Substitute calls the Local Police Station and informs law officer of physical description, if possible type and color of automobile, and if possible, registration plate and number, and any other identifiable information.

3. Do not intervene if this person is hostile or threatening call 911

4. If this person remains outside the building, secure the entranceway but do not barricade in case of an emergency follow SAFE-PLACE.

SAFE-PLACE *(If there is a threatening person outside, you need a Safe-Place to protect the children).*

**Safe Place – Lockdown**

Instruct children and staff to lockdown until further notice.

Close and lock the doors and windows

Pull the shades

Move the children to an area where they cannot be seen

Shut off lights

Remain quiet

Wait for further instructions

Take a head count after the event.

Report any missing persons immediately to authorities

Staff must have easy access to both the first aid kit and attendance information.

**EVACUATION PROCEDURES**

All staff should be familiar with the Newport Promise Community Early Care and Learning Center evacuation procedures. Center Director or Lead Teacher will inform staff of evacuation. Staff is responsible for any children currently with them. Before exiting the building, turn off the lights and close the doors in your space (to prevent the spread of smoke and fire). Emergency Preparedness/Evacuation Drills will be practiced throughout the program year and the date documented on the Emergency Preparedness/Evacuation Drills Tracking Sheet.

**EVACUATION**

Quickly and calmly remove all children and adults from the building to a predetermined location immediately accessible to emergency personnel and families (far corner near fence beside garage), if evacuation of area is needed follow extended instruction to provide safe transportation by stroller and walking to relocation site (Municipal Building).

**Staff takes:**

* First Aid Kit/ Evacuation Bag, including children’s Emergency Transportation/Field Trip Permission Form
* Child Daily Attendance Sign In/Sign Out Form
* Medication Bag
* Portable telephone
* Evacuation Go Bags
* Staff will do roll call
* Remain quiet and wait for further instructions
* Extended steps for area evacuation: Location site Municipal Building 222 Main St, Newport, VT 05855.
* Leave evacuation form on door of childcare stating evacuation location

**Transportation:**

If it becomes necessary to relocate the children to a safer location parents/guardian will be notified and will need to come to the Municipal Building immediately to pick up their child/children.

**REVERSE EVACUATION:** *When outside the building.*

*Can be used for any perceived threat such as: rabid animal, moose, trespasser, etc*.

Use signal to alert staff (whistle, voice)

Move children/staff indoors quickly

Take attendance

Report any missing individuals

**EMERGENCY DRILLS**

**DROP, COVER AND HOLD** *Can be used for any of the following: earthquake, tornado, severe wind, intruder, gunshots.*

**DROP, COVER AND HOLD**

When the command “DROP” is given

Drop to the ground under a table

Face away from any windows and cover your eyes by leaning your face against your arms

Hold on to the table

Stay in the Drop position until instructed to get up

If in an area without an object to drop under, then just drop to the floor and protect your head

If outside drop to the ground and lay flat

Remain quiet to listen to instructions

Immediately following, account for all individuals and assess for injuries

**SHELTER IN PLACE** *If the air is not safe to breathe outside, such as in the event of a toxic plume (hazardous material release), and you need to stay indoors, you will need to Shelter-In-Place.*

Local authorities issue orders for shelter-in-place during chemical emergencies. Local officials will relay emergency action steps to the media on a continual basis until the crisis is over. Center Director will notify staff. Once the order for shelter-in-place has been issued, do not leave your building location until you receive official notification that the danger has passed.

**SHELTER IN PLACE**

Conduct reverse evacuation (if outside)

Director will notify staff

Direct children in your space to a central location (downstairs office)

Have children carry cubby bin (for extra cloth etc.)

Call 911. Inform emergency staff of any special health needs of staff and/or children.

Close and lock all windows and doors (Allow entrance through one door)

Turn off fans, air conditioners, or other sources bringing in the outside air

Labeled totes are present and labeled shelter in place

Seal off gaps around window-fitting air conditioners. Use duct tape and plastic to seal off bathroom exhausts, range vents, and other openings to the outside as much as possible.

Tune in radio station

Ensure land-line telephone is plugged in; locate a cell phone

If vapors begin to bother people, hold wet clothes or handkerchiefs over the mouth and nose.

Medication and First Aid kit/ Evacuation Bag will be brought from classrooms.

**DAM EMERGENCY**

In case the Newport dam was to break and flood the town we will continue our daily routine except for outdoor use. The center location at the church is one of the relocation sites for the town therefore we will not need to evacuate unless otherwise instructed by town emergency officials; therefore, evacuation plan will be followed. In this case staff will be notified by center Director.

**Local Emergency Planning Committee:**

Director contacted committee regarding Newport Promise Community Early Care and

Learning Center location and will use the committee as a resource for the childcare.

**Infant, Toddler and Special needs children during emergencies:**

Center staff will always be in compliance with number ratio. Children who cannot walk or with other disabilities that may need provider assistance to move to safe space during an emergency, will be carried/stroller by staff and assisted. Children who can be paired up with buddy system with an older child at childcare to walk with during emergency. For special needs children an individualized plan will be created with staff and family, reviewed by staff and followed during an emergency situation.

**3. RECOVERY FROM THE EMERGENCY:**

Recovery means to return to normal operations. This may be a long-term process depending on the damages incurred. You need to consider the physical and mental health and safety of your staff and children and your financial resources. Where would you go if you can’t go back to your building, what is the backup plan?

Meet with your staff and assess how each step in the plan worked for children, parents, staff, and local emergency officials. Evaluate the current mental health of staff and children. If needed, provide professional assistance. Help staff to overcome this post-traumatic stress by giving them correct information about the disaster, letting them help put things back to normal, and providing opportunities to talk and share their feelings. Now is the time to plan for the next emergency. Re-write the emergency plan if the evaluation shows the need. Restock the emergency supplies you need.

**4. RESOURCES FOR RECOVERY:**

Northeast Kingdom Human Services – 1-800-696-4979 or 802-334-6744

Vermont Department of Health – 808-879-5900

**5. CONTACT INFORMATION:**

Emergency Telephone Numbers – 911

Newport Fire Department: 802-334-7919

Newport Ambulance: 802-334-2023

Derby Ambulance: 802-873-3667

Poison Control: 800-222-1222

Newport City Police Department: 802-334-6733

Sheriff Department: 802-334-3333

State Police: 802-344-8881

North Country Hospital: 802-334-7331

Copley Hospital: 802-888-8888

Northeastern Vermont Regional Hospital: 802-748-8141

Vermont Red Cross: 802-660-9130

Municipal Building:802-334-6345

**Staff Contact Information-**

Jennifer Bergeron-Director

Email: jennifermariebergeron@gmail.com

Email: newportcommunitycare@gmail.com

Phone: 802-334-4555 or 802-673-9014

# ACKNOWLEDGEMENT AND RELEASE FORM – Partnered Staff/Volunteer Copy

(Partnered Staff/Volunteer Copy—to Remain in Handbook)

I understand that I am an at-will Partner Staff/Volunteer, and I therefore understand that my partnership may be terminated at any time, with or without prior notice, and with or without cause or reason by **Newport Promise Community Early Care and Learning Center**. Likewise, I understand that I am free to resign at any time, for any reason. No Partnered Staff/Volunteer, agent, or representative of **Newport Promise Community Early Care and Learning Center** other than its executive officers has authority to enter into any agreement guaranteeing partnership for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No Partnered Staff/Volunteer handbook can anticipate every circumstance or question about policies. As **Newport Promise Community Early Care and Learning Center** changes, the need may arise to change policies described in this handbook. **Newport Promise Community Early Care and Learning Center** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Newport Promise Community Early Care and Learning Center** will notify all team members of such changes, and they will be applicable even if I have not signed a new Acknowledgment and Release Form for them. This Handbook supersedes any previous Partnered Staff/Volunteer Handbook.

I understand and acknowledge that violation of the Partnered Staff/Volunteer Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of partnership.

My signature below indicates that I have read and understood this statement and have received a copy of the Partnered Staff/Volunteer Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Partnered Staff/Volunteer Printed Name |  |  |
|  |  |  |
| Partnered Staff/Volunteer Signature |  | Date |

# ACKNOWLEDGEMENT AND RELEASE FORM - Employer Copy

(Employer Copy—to Be Placed in Partnered Staff/Volunteer File)

I understand that I am an at-will Partner Staff/Volunteer, and I therefore understand that my partnership may be terminated at any time, with or without prior notice, and with or without cause or reason by **Newport Promise Community Early Care and Learning Center**. Likewise, I understand that I am free to resign at any time, for any reason. No Partnered Staff/Volunteer, agent, or representative of **Newport Promise Community Early Care and Learning Center** other than its executive officers has authority to enter into any agreement guaranteeing partnership for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No Partnered Staff/Volunteer handbook can anticipate every circumstance or question about policies. As **Newport Promise Community Early Care and Learning Center** changes, the need may arise to change policies described in this handbook. **Newport Promise Community Early Care and Learning Center** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Newport Promise Community Early Care and Learning Center** will notify all team members of such changes, and they will be applicable even if I have not signed a new Acknowledgment and Release Form for them. This Handbook supersedes any previous Partnered Staff/Volunteer Handbook.

I understand and acknowledge that violation of the Partnered Staff/Volunteer Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of partnership.

My signature below indicates that I have read and understood this statement and have received a copy of the Partnered Staff/Volunteer Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

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| Partnered Staff/Volunteer Printed Name |  |  |
|  |  |  |
| Partnered Staff/Volunteer Signature |  | Date |