



## **Employment Agreement**

I \_\_\_\_\_ agree that I will, where applicable and to the best of my ability, adhere to the terms and documents required by Oyster Babies Early Childhood Center for employment. I represent the completed documents to be accurate and true.

I have thoroughly read and understand all the items as set forth in the Employee Handbook of Oyster Babies Early Childhood Center. I agree to abide by the guidelines, policies and practices stated in the Employee Handbook, and understand that failure to do so may result in termination of my employment.

I understand that the policies and practices of the Center are derived for the welfare of all the children attending the Center and are in compliance with New York State Office of Children and Family Services Child Day Care Center Regulations.

I understand that my employment is contingent upon completing a minimum of fifteen (15) hours of professional development every year.

I agree to complete the initial fifteen (15) hours of professional development during my first six (6) months of employment, as required by NYSOF&CS. I agree initial topics covered must include:

- Child abuse and maltreatment identification and prevention.
- Statutes and regulations pertaining to child abuse and maltreatment.
- Infant and Child First Aid.

I understand I must complete documentation including finger printing and a physical prior to onset of my employment. I agree to complete a full physical every two (2) years thereafter.

I agree that it is my responsibility to keep current all certifications and documents required by the Center and State and understand that failure to do so is grounds for termination.

I agree to keep all personal items, including pocketbook and cell phone, locked away and understand such items may at no time be in the classroom or within children's reach. **I understand that use of a cell phone, including photographing children, in the classroom is grounds for immediate termination.**

I agree to abide by Employee Handbook policy, in regard to baby-sitting and agree that at no time will I baby-sit, solicit Oyster Babies clients or be employed by the Center's clientele in any manner for a period of three (3) years from my last date of employment at the Center.

I agree to abide by Employee Handbook policy, in regard to resignation and will give written notice to the Executive Director a minimum of two (2) weeks prior to the effective date.

I understand that I must return all staff materials, including my Employee Handbook upon the conclusion of my employment at Oyster Babies.

\_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Employee Signature