

# EXTENDED DAY PROGRAM

## Employment Contract

In compliance with the Extended Day Program, I the undersigned, do hereby agree to the following terms and conditions:

1. I, \_\_\_\_\_, will act in the capacity of \_\_\_\_\_ (part-time status) for \_\_\_\_\_ Elementary School. I will be paid monthly based upon the program Revenue Schedule. I will perform my duties as outlined in my job description and follow program guidelines as set forth in the program manual.
2. I agree that if staff reduction is necessary to keep the Extended Day Program open, the administrator(s) reserve(s) the right to act accordingly.
3. I understand that I am employed by the Extended Day Program and not the school at which I work. The school principal makes the decision for hiring and terminating personnel.
4. I have not been convicted of a felony nor had any other interaction with the law.
5. I agree that while on duty I will be in direct supervision of Extended Day children at all times during the daily program.
6. I will provide a healthy, safe and secure environment for all Child Care students.

Principal \_\_\_\_\_

Employee \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_