SCOPE Student Services

Operation Center 100 Lawrence Avenue, Smithtown, NY 11787

«LatterDate»

«FULLNAME»

«ADDRESS»

«CITY», «State» «ZipCode»

Dear «FIRSTNAME»,

We hope you are enjoying your summer and that you return to SCOPE well rested and energized!

You have been scheduled for the following:

«Position»Training- CPR: **«CPR»**  First Aid: **«FirstAid»** MAT: **«MAT»** Abuse:  **«Abuse»**

Foundations Completion Date:

Your work schedule will follow the 2017-2018 school district calendar.

We value and appreciate our staff! Legally, however, please note that SCOPE maintains an "at will employment" relationship with all employees. This means that your employment is for no definite term and SCOPE has the right at any time and for any reason to terminate your employment. You are required to follow the rules and guidelines set in your Employee Handbook and Program Manual.

Please note the following:

1. Program Supervisors will contact their staff members in August to confirm the date and time of the first staff meeting.  
   (This meeting is typically held the day before the first day of school for students during regular program hours for PM programs and at 9AM for AM programs.) Please note your program start date on the attached sheet.
2. Listed above is the expiration dates for your required Child Abuse Licensure Training in addition to First Aid/CPR and MAT certification (if required). It is imperative that all of the above items are renewed prior to expiration and that you complete the on-line foundations class by August 31, 2017. Please call ext. 126 (Suffolk) or 132 (Nassau) for additional information.
3. Please refer to your district calendar for school closings when planning vacations.
4. It is mandatory to RSVP to (631) 360-0800 ext. 126, 165 (Suffolk) or 132, 156 (Nassau) for the Thursday. August 17 Inservice (see newsletter attached for workshop information).
5. If you have not received the enclosed staff newsletter via e-mail, please contact RSVP extensions to ensure future emails.
6. Please note the next inservice workshop will be Friday, November 10, 2017. Additional information will be sent at a later time.

If you anticipate any changes in your employment or have any questions with regard to your employment, please call (631) 360-0800 exts. 147 or 158. Best wishes for another successful school year!

Sincerely,

George Duffy

Executive Director

SCOPE Education Services