**STAFF HANDBOOK**

TEACHER RESPONSIBLITIES

***Classroom Duties***

* Prepare an environment in which the furnishings and materials are complete and correspond to the needs of the group. Be responsible for the care and maintenance of the classroom materials, including inventory of the classroom. Create a cleaning schedule with the assistants in the classroom to ensure that all areas are cleaned throughout the week.
* Work to establish a positive relationship with the families attending Lighthouse Montessori. Greet the families, and maintain a professional, cheerful, supportive relationship with parents. Be available to meet with parents beyond school hours to discuss the child and environment.
* Each classroom will be provided with a licensing notebook. It will include the minimum licensing requirements and policies required by Washington State. Use this notebook as a place to keep records required by the state. Know and maintain the minimum licensing requirements in each classroom. Keep attendance, incident, and snack records accurate and up to date.
* Uphold the school disaster and evacuation plan. Train and supervise students to execute fire and earthquake drills. Practice these drills at least once a month. Record all drills on the provided form.
* Maintain current and accurate academic records. Be prepared to use these records during Parent/Teacher Conferences, held each Fall and Spring.

***Administrative Duties***

* Attend and participate in weekly staff meetings.
* Teachers must attend at least one pre-planned professional conference yearly. This may include NAMTA and AMI conferences or STARS training. It is the responsibility of the teacher to maintain current STARS training.
* Attend and participate in all Parent Education Evenings and Open Houses, unless previously arranged with the administration.
* Be available to help with any work parties, fundraising, or social events planned throughout the year. Work at events as requested by the administration.
* Notify the administration immediately with any concerns regarding children, parents, or staff. Please see the Grievance Procedure for more information.

***Assistant Relations***

* The assistant and teacher are responsible for the safety and well-being of the children. At no time should the children be left unattended.
* Teachers will help Lighthouse Montessori School hire assistants. They may attend interviews and help to select applicants.
* Train the assistant to aid in the preparation and maintenance of the Prepared Environment. This includes cleaning, restocking of materials, and repairing or making new materials with the supervision of the teacher.
* In order to support the teacher, the assistant must be available to help children when the teacher is giving a lesson. Assistants may also work with small groups of children, when directed by the teacher.
* The assistant must help to maintain current, accurate classroom records. This includes attendance, injury and illness reports. Report any and all injuries at once. Every classroom has an accident log that must be kept current.
* Work to have open and consistent communication between the assistant and teacher.

ASSISTANT RESPONSIBILITIES

Arrival and Dismissal

During drop off and pick up, make eye contact with parents. Try to be available if they have questions, but you do not need to leave an interaction with another child to do so. At the beginning of the day, welcome the child when you first come into contact with him/her, shake hands and look into his/her eyes. Parents must sign their children in and out on the daily attendance record. Please help to remind parents of this, as we must keep accurate record of attendance.

Snacks and Lunch

It is the job of the assistant to prepare snack for the children each day. Snacks that are served must be brought in by families in their original packaging. As per Washington State Licensing standard, we are unable to serve anything that is homemade or outside of it’s original packaging. In addition, all snacks given to the children must be recorded on the snack log in the classroom guide.

Meals are a wonderful time for conversation - allow the children to converse with one another quietly. Trust the child to eat what they are hungry for. Children have the ability to regulate their eating and will do so on their own. Leftover food from lunch should be repackaged in the child’s lunch box so parents may see how much their child is eating at school.

Cleaning Practices

Every day, the tables and chairs should be washed with a Bleach and water solution recommended in the school’s Health Policy. Bathrooms must also be cleaned daily, including toilet, washbasin, and all other surfaces that the children come in contact with. Floors should be swept or vacuumed each day. Laundry is also a daily practice, along with restocking the shelves with cloths. A weekly schedule of dusting & cleaning shelves and mopping floors will be decided on together with the teacher.

Use caution while cleaning the classroom. While some cleaning may be done with children in the room, precautions should be taken to ensure that they never come into contact with cleaning solutions. Children love to help dust and sweep, but it is the responsibility of the assistant to clean tables and bathrooms with chemical solutions.

Many of the materials in each classroom are either handmade or require general upkeep. The teacher may direct the assistant in making a new material or caring for an existing one. Always check with the teacher if you are unsure on what cleaning solution to use in the cleaning of any material.

***Assistant/Teacher Relations***

* Support the work of the teacher – the assistant’s first duty to be an assistant to the teacher, not the children.
* Assist the teacher in the preparation and maintenance of the Prepared Environment. This includes cleaning, restocking of materials, and repairing or making new materials.
* Coordinate with guide in order to ensure classroom is always supervised and observed. In order to support the teacher, the assistant must be available to help children when the teacher is giving a lesson. The assistant and the teacher should never be working with children and unavailable to the rest of the group at the same time. Make daily observations of children and record them in the record keeping system.
* Give lessons and lead activities. They will work with small groups of children and individuals. Training on how to give these lesson and activities will be provided by the school.
* Help to maintain current, accurate classroom records. This includes attendance, injury and illness reports. Report any and all injuries at once. Every classroom has an accident log that must be kept current. Alert the teacher immediately in the event of a serious injury. Assistants are expected to enter observations made in the classroom on the same day those observations are made into the record keeping system. Assistants are expected to check the record keeping system for any new information at the beginning of each shift.
* Work to have open and consistent communication between assistant and teacher. This will include keeping all staff updated on interactions with parents, requests by parents, and any new information about a child any staff member collects.

***Assistant/Child Relations***

* Speak to the children in a positive manner. Again, *any movement of any adult in the classroom is a presentation*. This includes the way that we speak to the children, or any conversations that are held in the presence of children. When speaking to a child, ensure that you use positive phrasing and proper language. Conversations with the children, especially in the Primary Environment, should be true and brief.
* Be available for conflict resolution between children. When a problem arises between two children, both parties should be available to help solve it. This may mean that the assistant guides one child to express their feelings about the problem, and then helps with an appropriate response.
* Treat the children with respect. Remember that the Montessori Environment is a child-centered environment. Never talk down to a child or “baby” them.
* Assist the development of functional independence. Dr. Montessori wrote, “As soon as independence has been hindered, the adult who keeps helping is an obstacle” in *The Absorbent Mind*. It is important to remember that the independent child wishes to be able to hang up their own coat, tie their own shoes, and pour their own juice.
* Defend the child’s rights and protect their concentration. Children who are concentrating intensely on their work may be highly agitated when that concentration is broken. If the assistant sees a child is concentrating, every measure should be taken to let it continue. Never interrupt a working child. Do not allow other children to break that concentration.
* Aid Repetition. Rather than asking a child, “are you done?” when their concentration is low, suggest that they work with a material again and again. Repetition is key to concentration. Children should not be re-directed when they are concentrating.
* The assistant must soften their voice and control their movements in the classroom. All conversations must be kept at a low level. Some teachers ask that you only speak to someone when you are close enough to touch them and are at eye level. Grace and courtesy lessons for the assistant include:
  + Avoid using “shhhh” to quiet the children. Instead, give the child a friendly reminder to keep their voice low.
  + Use exact words. Children in the First Plane are very literal and often do not understand figurative speech.
  + Do not react verbally to accidents in the classrooms, such as a spilled vase, or broken glass. Rather, model for the child how to clean up an accident.
  + Avoid using reprimands. Do not use negative language. Instead it is recommended that the assistant says, “next time you could do this…”.
  + Move gracefully, carefully, and slowly. Walk around work on the floor. Have purpose in your movement, do not wander around the classroom. The adults movements are a model for the children.
  + Speech should include *please, thank you, I’m sorry* and *excuse me.* These are the words we expect adults to use in the social world, children should do the same.
  + Model how to knock, carefully open a door, blow your nose, walk in a line, drink and eat properly. These are the grace and courtesy lessons of the classroom.

***Assistant/Family Relations***

* Assistants are often the first point of contact with LHM families. Remember to be friendly, smile, and dress nicely. Have a pleasant and confident attitude. Be aware of school policies and events so you may answer any questions from parents.
* Never discuss the children with their parents without speaking to the teacher first. Parents should be presented with a unified front of assistants and teachers. If a parent asks about their child’s day, you may respond with positive comments, or any information about mild injuries, accidents, etc. Any other issues that the parent would like to discussed should be arranged to happen at a time the teacher is also available or after you have had a chance to speak with the teacher about them. Remember that all information regarding students and families is to be kept confidential at LHM.

***Additional Assistant Duties***

* Assistants are asked to participate in the execution of fire and earthquake drills. This may include helping children to get out of the classroom and ensuring that attendance is taken once outside.
* Attend weekly staff meetings. Assistants will be paid hourly to attend these meeting. These meetings will include checking in on the last week and planning for the next week. They may also include additional training and information on Montessori.
* Assist with other projects, programs or events, as requested by teacher. Parent Education evenings are a wonderful time for assistants to immerse themselves in the LHM community, and to learn more about Montessori education. Please plan to attend as many of these nights as possible. In addition, assistants are encouraged to participate in All-School events.

***Additional Assistant Training***

Additional training for assistants is offered under Washington State Training and Registry System or STARS. It is required by licensing for one staff member who is left alone for over 15 minutes from each building to be STARS certified.

SECTION IV: EMPLOYMENT POLICIES

***Hiring of Staff***

ApplicantInformation

All applicants must supply Lighthouse Montessori School with a completed Application for Employment, and may include a resume. The applicant must supply a brief description of their career, and be able to account for any gaps in employment. Applicants may also provide copies of transcripts and letters of recommendation to LHM for review. Upon employment, applicants must supply the following to be kept on file:

* Proof of a Tuberculosis test
* Immunization form
* Citizenship statement
* W-4 form
* Completed criminal history and background check
* Proof of current CPR, First Aid, and Blood-borne Pathogens training
* STARS Training for any staff member left alone with the children.

Equal Employment Opportunity

*Non-Discrimination:* Lighthouse Montessori School is an equal opportunity employer with a policy to recruit, hire, train, and promote persons without regard to race, religion, color, national or ethnic origin, current or former membership in the armed forces, sex, sexual orientation, age, ancestry, marital status, or disability. This policy ensures equity in treatment regarding benefits, privileges, and conditions for any position held by an employee.

If you experience or witness conduct that you feel is discriminatory, please be sure to raise the matter for discussion and review so that Lighthouse Montessori can investigate and take appropriate action. You are encouraged to approach the administration as you feel necessary, or you may follow the Grievance Procedure, described later in this handbook. Discrimination and/or harassment, based on any of the factors listed above, are inconsistent with our philosophy and will not be tolerated.

***Hours of Work and Job Attendance***

All staff members are expected to work five days a week, in accordance with the school calendar. Hours worked on In-Service days are to be scheduled among the staff.

Breaks

Lighthouse Montessori School allows employees to take breaks as designated by the Washington State Department of Labor and Industries. Employees who work at least four hours are permitted one 10 minute break between the second and third hours of their shift. Employees who work five or more hours are permitted one 30 minute break and one 10 minute break. These breaks must be taken between the second and fifth hours of the shift. Breaks will not be given on a set schedule each day. Breaks are allowed when the classroom is settled and an extra employee is not needed. Please be flexible regarding the time that you take your daily break.

When an employee takes a break, they must remain at the school. Lighthouse Montessori School is required by state law to have a certain amount of staff on the premises at all times, and is staffed accordingly. If it is necessary to leave, please let the administration know where you are going, and how to contact you in the event of an emergency.

Personal time, for lunch, brief phone calls, email, etc. must be taken during the scheduled break. Long distance calls may not be charged to the school. All incoming calls, unless emergencies, will be taken as messages. Assistants must limit their use of the phone or computer, and plan all other personal matters to occur outside of the scheduled shift.

Tardiness

Timely arrival at your job is essential to maintaining the high quality our school provides, and it also shows your respect for your fellow employees who must assume your duties in your absence. It is essential that you report to work regularly and on time. If you are unable to report to work at your scheduled time, you must report to the administration as soon as you know you will be tardy. The administration should be notified no later than 7:00 a.m. on the day of any absence and again by the end of the day to report if the teacher is unable to return to work the following day.

Leave of Absence

Assistants are paid hourly, and are only paid for the hours that they are present and working at the school. Therefore, assistants do not receive paid sick leave. When an assistant is sick or injured, and is unable to come to work, they must notify the administration no later than 7:00 a.m. Sick leave of more than three consecutive days requires a note from a physician indicating the reason for absence.

All other unpaid leave requires the permission of the administration. Days off must be requested two weeks in advance, and measures must be taken to cover the hours that the assistant is unable to work.

A staff member’s employment may be terminated in the event of excessive absences, tardiness, a dishonesty in hours or lack of adherence to the terms of breaks. Assistants must provide a doctor’s note for any illnesses that prevent them from coming to work for more than three days. Assistants must plan to be in the classroom, ready to work at the time they are scheduled to begin.

Teacher’s Sick & Bereavement Leave

Sick leave is for illness or injury that makes you physically unable to come to work. It is also for you to care for your child, spouse, parent or grandparent, if that individual has a health condition or emergency situation that requires treatment or supervision. Sick leave can also be used for medical or dental appointments for yourself or close family members. Teachers are entitled to a total of 10 sick days per year. Sick leave is not accruable from year to year. Sick leave of more than 10 consecutive days requires a note from a physician indicating the reasons for absence from work. If more than 10 sick days are taken in a year, the additional days will be deducted from your salary at a rate of 1/185 of the total yearly salary. Teachers may not use sick leave for vacation time. Sick leave is a benefit during actual employment and something you will not be paid for if you quit the school or are let go prior to the end of the school year. In the event of a death in your immediate family, teachers may use their sick days for paid bereavement leave. The length of leave should be discussed with the administration.

Teacher’s Contract Information

Prior to issuing a contract with any individual, Lighthouse Montessori reserves the right to review the application and all information supplied by the applicant. A reference check will be conducted, along with verification of credentials.

Lighthouse Montessori School will maintain a contractual agreement with all teachers for the 185 day school year. This agreement is designed for a seven hour work day for ten months (unless noted otherwise). The work day is intended to begin one half hour before the start of the school day, and end one half hour after the end of the school day. Contracts are to be issued and signed in the spring. Salaries are based on experience, education, and equivalent Montessori salaries in the region.

Jury Duty Leave

Serving on a jury is a fundamental responsibility of citizenship, and Lighthouse Montessori supports this role in our society. However, to ensure that we can provide proper coverage for the care of the children, you must contact the administration as soon as possible in the event of a call to jury duty. If your absence would cause a significant hardship to the school, the administration will write a letter request your dismissal from jury duty. Staff may request that they serve jury duty during the summer or school breaks. Jury duty leave is unpaid.

***Compensation***

Assistants are asked to keep track of their hours on a timesheet in Google Docs. It is the responsibility of the assistant to mark the hours worked each day. Employment will be terminated immediately for any employees found to be providing false information regarding hours worked. Hours worked beyond those agreed upon when hired must be approved by the administration for additional pay.

The pay period at Lighthouse Montessori School is for one calendar month. Payday is on the first day of each month, and is for the preceding month. The first paycheck of the school year is October 1st.

In compliance with governmental regulations, an itemized statement of deductions is included with each paycheck. These statements should be retained by the employee as a permanent record for tax and accounting purposes. Required deductions for all employees are: Industrial Insurance, Federal Income Tax and Social Security Tax.

***Bi-Yearly Check-ins***

Bi-yearly check-ins will be made with each assistant in which the teacher and assistant will have the opportunity to present points of excellence and points of desired improvement of the assistants’ and teacher’s performance in the classroom. Lighthouse Montessori School also reserves the right to place an employee on a leave of absence when necessary.

***Reasons for Dismissal***

Employees who engage in behavior that risks the integrity of Lighthouse Montessori School will be asked to leave. This may include conviction of a serious crime, acting repeatedly in a manner which tends to lower the services or morale of the school, inability to perform duties, willful refusal to take direction, disregard for licensing policies, gross neglect of duty, excessive absences or tardiness, hitting or inappropriately touching a child, and willful destruction of property. Incidents will be researched and must be based on fact. An assistant will receive a written warning prior to dismissal. Assistants who are dismissed from Lighthouse Montessori School will be given the opportunity for an exit interview.

Resignation

An assistant who chooses to leave Lighthouse Montessori voluntarily must submit a letter of resignation in writing to the administration with two week’s notice prior to the effective date. Lighthouse Montessori reserves the right to ask an assistant to leave earlier than the effective date.

SECTION V: SCHOOL POLICIES

***Personal Appearance***

Employees with a neat, clean appearance are important to the integrity of the school, especially since those employees are role models for the children and are in contact with the parents of the school. Employees are expected to wear clothing that exhibits grooming appropriate to their job. It is the policy of Lighthouse Montessori School, that staff does not wear clothing that shows undergarments or excessive skin. When in doubt, ask the administration.

***Health and Safety Policy for Staff Members***

Health Exemptions

Lighthouse Montessori School must exempt staff from attendance, if the following symptoms occur:

1. Diarrhea (three or more watery stools or one bloody stool within 24 hours)
2. Vomiting (two or more times within 24 hours)
3. Open or oozing sores, unless properly covered with bandages
4. Suspected communicable skin infections such as pink eye, impetigo, and scabies. Staff may return 24 hours after the start of antibiotic treatment.
5. Lice or nits
6. A fever of 100° Fahrenheit or higher and also one or more of the following:

- Earache

- Headache

- Sore Throat

- Rash

- Fatigue that prevents regular activities

Staff members must be in compliance with attendance policies in the event of an illness.

On-site injuries

Staff members who become injured are required to fill out the incident report form in the licensing binder, and should report their injury to the office immediately.

Smoking

Employees of Lighthouse Montessori are not permitted to smoke on school property or at school events.

Alcohol and Controlled Substances

Lighthouse Montessori School is committed to maintaining an illegal drug and alcohol free workplace to protect the children, its employees, parents and public from the serious risks posed by the distribution, possession, or use of alcoholic beverages or illegal controlled substances. All employees are strictly prohibited from reporting to work under the influence of alcohol or an unprescribed controlled substance. If you are taking prescription drugs that may impair your ability to safely perform your job, you must inform the administration and obtain permission before beginning work.

Lighthouse Montessori reserves the right to deal with each case in its discretion, in accordance with its current policies and practices. This may include requiring an employee to satisfactorily complete an approved drug abuse assistance or rehabilitation program, or to submit to random testing as a return to work agreement.

***Staff Relations***

Workplace Harassment

Harassment based on an employee’s sex, race, religion, age or other protected status is a form of discriminatory behavior and is not permitted at Lighthouse Montessori School. This can be in many forms – slurs, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which creates an intimidating, hostile or offensive working environment or interferes with an individual’s work performance. Sexual harassment is characterized by conduct described above that is sexual in nature or directed at a person because of their gender, or if employment opportunities and benefits are conditioned by a sexual relationship.

No employee, student, parent or guest shall be subjected to unwelcome verbal or physical advances or any other work conduct which could be interpreted as harassment. Employees are expected to model appropriate work behavior, and to intervene if they witness potentially harassing behavior. Employees receiving a complaint, or witnessing inappropriate behavior should report immediately to the administration. Workplace harassment will not be tolerated at Lighthouse Montessori School.

Violence in the Workplace

Lighthouse Montessori School is committed to providing a safe environment for its students and staff. It is our policy to prohibit threatened or actual violence on our premises, or on a school-related trip or going-out. Violence in the workplace can be characterized by verbal or physical threats, intimidation or aggressive physical contact. Prohibited conduct includes: inflicting or threatening injury or damage on another person’s life, health, well-being, family or property; possessing a firearm, explosive or other dangerous weapon on school premises or school-related activities; abusing or damaging school or employee property; using abusive language or gestures, or raising voices in a threatening manner. All staff members are encouraged to be proactive in maintaining a safe work environment. Please contact the office with any concerns, or call 911 in the event of an emergency.

Visitors in the Workplace

To provide a safe and secure environment, only authorized visitors are allowed in the school. Family and friends are encouraged to visit, but only by pre-arranged appointment with the teacher and administration, and only when it does not interfere with school operations. Visitors should be accompanied at all times by an employee and at no time should be left alone with the children. If an unauthorized individual is seen on Lighthouse Montessori premises, please contact the administration immediately, and if necessary, call 911.

Grievance Procedure

A grievance is defined as a statement which alleges a specific violation of procedures, rules or regulations, infringing on the personal and professional rights of the griever. Staff members are encouraged to resolve conflict between the two parties in a professional, respectful manner. Please adhere to the following guidelines in the event of a grievance related to Lighthouse Montessori School.

*Step One:* Any employee expressing a complaint relating to a program activity, a possible violation of federal or state law, or the school personnel policies is encouraged to discuss the matter with the individual allegedly responsible for the inappropriate activity, or to discuss the matter with an administrator. This should occur within three working days of the alleged act.

* If such a discussion does not resolve the matter or a discussion appears to be impractical, the complaint should be submitted in writing to the administration.
* The written complaint should be filed within five working days of the alleged incident or knowledge of the incident. The written complaint should contain the specific details describing the alleged violation of the program, law, or personnel policy, and the desired remedy.
* Within five working days of receipt of the written complaint, the administration will investigate and determine if an inappropriate activity has occurred.
* Within seven working days of receipt of the complaint, the administration will respond in writing to the complainant. The response, based on the investigation, will state whether or not inappropriate activity has occurred, and what steps will be taken to resolve the problem.

*Step Two:* If the complainant is not satisfied with the resolution of the complaint by the administration, he or she may appeal the decision in writing to the board within ten working days.

* The board may conduct an investigation and will respond to the complainant within twenty working days. The decision of the board is final and binding.
* If the complainant is not satisfied with the board’s response, the complainant may wish to contact a national agency: for example, the State Department of Education, the Office for Civil Rights, the U.S. Department of Health, Education and Welfare, the Equal Employment Opportunity Commission, the State Bureau of Labor or the U.S. Office of Education in Washington D.C.

*While the complaint process is being implemented, if the complainant chooses to contact any of the above-mentioned agencies, the school will terminate the internal complaint process.*

***Personal Property and Lighthouse Montessori Property***

Lighthouse Montessori will not assume responsibility for loss, theft, or damage to personal property, including vehicles that you drive to work. Lighthouse Montessori retains the right to inspect all packages brought into or taken off the premises. Your desk, office, equipment, workstation, and other tools of the trade are school property and we reserve the right to inspect, with or without advance.

Computer Usage

In order to protect Lighthouse Montessori’s computers from viruses and other damaging agents, only software purchased or approved by the school may be installed on school computers. In addition, Lighthouse Montessori owns the computer hardware and network system, and therefore owns all files that are stored on school computers. Please ensure that all files saved on school computers are for professional use only, and no personal files or photos are stored. Personal use of school computers should be limited to breaks.

Lighthouse Montessori School reserves the right to access, read, and back-up any emails or files that are created on school computers. **All email correspondence between parents and staff are to be carbon copied (Cc) to a member of the administration.**

School Supplies

All supplies purchased by Lighthouse Montessori School are the property of the school. The photocopier, laminator, paper and office supplies are all to be used for classroom preparation and are not for personal use without the permission of the administration.

***Children’s Health and Emergency Policies***

These will be here once we have them set for the school

***Suspected Abuse or Neglect***

All childcare providers are mandatory reporters of child abuse. Employees who have reasonable cause to believe that a child has suffered abuse or neglect shall immediately report their concerns to the Head of School. The Head of School shall then coordinate Lighthouse Montessori School’s response, which may include a referral to Child Protective Services or an appropriate law enforcement agency. The Head of School shall also collaborate with the applicable agency about the propriety of notifying the child’s parents or guardians or other person suspected of causing the child harm.

***Children’s Disciplinary Policy***

The goal of each classroom and of the entire school community is that it functions as a community with each individual respectful of the needs and rights of one another. The assistant has a major role in helping to maintain this positive environment. The basic ground rules of the school are that no child may hurt another or any material in any way and no child is to interfere with the work of another. Assistants should monitor behavior while being aware of the student’s individual needs and current stage of development. Help the children to learn socially appropriate behavior, self-control and respect for others in order to avoid incidents while attending school.

If an individual cannot work within these limits at any time or is acting in a way that is disruptive to the rest of the group, first alert the teacher in the classroom. If the teacher is unavailable, ask the child to work in an area away from the group. Remember that it is not the job of the assistant to discuss behavior issues with parents without the teacher present or without a plan made with the teacher. Assistants should speak with the teacher regarding behavior concerns, and the teacher will brainstorm with the assistant on the appropriate measures to be taken.

Lighthouse Montessori School prohibits any individual on the premises from using discipline including corporal punishment, verbal abuse, physical restraint, or withholding of food or liquid. No student of Lighthouse Montessori School will be subjected to any form of corporal of verbal punishment while in school. A staff member found to be in violation of this policy is subject to dismissal.

STATEMENT OF UNDERSTANDING

I certify that I have read and have had an opportunity to discuss with the administration any questions or concerns about the rules and policies contained in the *Lighthouse Montessori Staff Handbook*. I understand that the statements of policy contained in the Handbook are not a contract. I also understand that the Handbook presents guidelines which may be changed by Lighthouse Montessori when circumstances so require.

Employee (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_