**[School name]**

​Offer of Employment   
Date:   
  
  
Dear \_\_\_\_\_\_\_,

This is an employment agreement between **​[School name]** and **[co-teacher name]** for the school year of 2016-2017, in the position of Early Childhood Teacher. The position begins **DATE 2016**. Employment for the 2017-2018 term will be determined in the Spring based on enrollment and performance review.

The shift hours for this position are x:xx AM – X:XX PM, **Monday – Friday. ​[School name]** agrees to pay an hourly wage of **$XX.00 per hour**. Although some weeks may have more or less hours, your anticipated weekly schedule is XX hours per week (schedule TBD) year-round. Schedule may be subject to change based on other teacher absences or changes to other teachers’ availability, however,  **​[School name]** leadership tries it’s best to honor each teacher’s scheduling preferences.

**This employment offer includes \_ paid holidays and \_\_ sick days per year.**

This offer of employment is contingent on the following:

* Proof of U.S. work authorization
* A clear background check through LiveScan
* A negative TB test result
* Up to date with immunizations as required by California Law
* Additionally, **​[School name]** requires all employees to be certified in CPR training and Preventive Health (EMSA qualified coursework).
  + *You will be reimbursed for costs of training, background checks, certifications after 3 months of employment (probationary period).*

You are eligible for a $XXX training stipend per year to be applied to professional development in the field of child development (course, permits, audiobooks, workshops, etc.).

The **​[School name]** employee is responsible for the quality of the program. This responsibility includes flexibility, outward support of the overall program, and a commitment to maintaining a positive working environment.

All employees are responsible for attending all scheduled school events, and bi-monthly faculty meetings. ***Bi-monthly faculty meetings are 20 minutes long, during after-school hours.*** We further ask that you are dedicated to the process of the learning and training in the field of Early Childhood Education and Child Development.  
  
**[School name]** employees must present a clean, modest, and professional manner of dress at all times, while maintaining the ability to fully interact in all area of the curriculum. Short shirts, low cut shirts, and torn and/or stained clothing are not appropriate.   
  
Relationships with parents must be kept professional. Discussions with parents during school hours may always concern the child and be kept brief so as not to interfere with the quality of the program. Employees may not babysit or house-sit for current **[School name]** students.   
  
Should you accept this conditional offer, your continuous employment will require both satisfactory job performance and agreement with existing and future **[School name]** policies. Employment can be terminated for any reason or without notice at anytime.

I look forward to welcoming you into the **[School name]** community and hope you will find your employment with **[School name]** to be a gratifying and enjoyable experience. If you have any questions, please email me at [name@wonderschool.com](mailto:name@onepreschool.com).

Please signify your acceptance of the offer by signing and returning to me the enclosed copy of this letter along no later than XXX (Friday of the week offered).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (**[School name]** Director)

-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --

I hereby accept employment on the circumstances set above in this letter.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (**[School name]** Employee)

**APPENDIX**

1. Copy of school’s Parent Contract & Parent Handbook
2. Info about how to get Livescan
3. Info about how to sign up for required certifications/classes
   1. CPR & First Aid
   2. Preventive Health and Safety