



Acknowledgement of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have been given access and have reviewed the online Valley School Employee Handbook and understand that it contains information about the employment policies, benefits, confidentiality, non-disclosure and includes important family and children's guidance and practices of The Valley School. I also understand that a printed version of the Employee Handbook is available by requesting a copy from the Valley School office.

I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing early childhood school will require changes from time to time. I also understand that The Valley School retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees, families, children and The Valley School. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of At-Will employment, The Valley School reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be communicated to The Valley School employees by notice and in writing. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I also understand that if a written contract is inconsistent with this Employee Handbook, the written contract is controlling. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

THE VALLEY SCHOOL IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE VALLEY SCHOOL OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE VALLEY SCHOOL IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE SPONSOR/DIRECTOR OF THE VALLEY SCHOOL.

I agree to read and comply with the policies and practices contained in this Employee Handbook. If I have any questions regarding the content or interpretation of the policies and practices contained in this Employee Handbook, I will ask the Sponsor/Director, Director, Head Teacher or a member of The Valley School Administration.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____