FIRST CIRCLE LEARNING CENTERS

JOB OFFER LETTER

first circle LEARNING CENTERS

We would not be the amazing organization we are without our staff, our greatest assets. This document reflects wages, benefits, classroom placement, schedule, and any specifics related to this offer of employment. ✿ We are so excited to welcome you as part of our team!

welcome to the team!

NAME	DATE OF OFFER

hiring and compensation information

CORPORATION:

IDRIS, INC.
D.B.A. First Circle Learning Center, Lexington, Massachusetts

Please see the attached job description for detail of responsibilities and standards of performance for your position. Please also refer to the Employee Handbook for additional information and expectations.

POSITION

- ☐ TEACHER
- ☐ FLOATING TEACHER
- ☐ CLASSROOM ASSISTANT
- ☐ ADMINISTRATOR

title

SUPERVISOR

DIRECT REPORTS

START DATE

SCHEDULE

- ☐ FULL-TIME (30+ HOURS)
- ☐ PART-TIME
- ☐ EXEMPT
- ☐ NON-EXEMPT

COMPENSATION

All employees are paid weekly on Friday via direct deposit for the previous week's hours.

HOURLY RATE	OVERTIME	ANNUAL SALARY	WEEKLY

weekly schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FROM					
TO					
BREAK *unpaid*					
HOURS					

CLASSROOM

TOTAL PAID HOURS

benefits

VACATION + SICK TIME, COMBINED	• 1-3 years: 17 days • 3+ years: 23 days • Admin: 200 hours/year
HOLIDAYS + SNOW DAYS	• 11 holidays per year • snow days, as they occur
IRA PLAN	• Eligible after one year • Company match: up to 3% of annual salary
TUITION REIMBURSEMENT	• 75% of approved courses, up to $500/semester, $1000/year
MASS. EARNED SICK TIME	• part time (<30 hours) eligible • 1 hour per 30 hours worked + PFML
MATERNITY/FAMILY LEAVE	• up to 3 weeks paid maternity • up to 12 weeks unpaid FMLA
PROFESSIONAL DEVELOPMENT + TRAINING	• 3 paid days; First Aid + CPR • all Department of Early Education and Care (EEC) requirements • all Quality Rating and Improvement System (QRIS) requirements

HEALTH INSURANCE

- ☐ DECLINED
- ☐ INDIVIDUAL
- ☐ INDIVIDUAL +
- ☐ FAMILY

% OF INDIVIDUAL

WEEKLY DEDUCTION

DENTAL INSURANCE

- ☐ DECLINED
- ☐ INDIVIDUAL
- ☐ FAMILY

% OF INDIVIDUAL

WEEKLY DEDUCTION

CHILDCARE DISCOUNT

75% weekly tuition discount

WEEKLY DEDUCTION

SIGNING BONUS

AFTER 30 DAYS *with positive review*

AFTER 90 DAYS *with positive review*

We comply with all Fair Labor Standards Act (FLSA) requirements and MA laws and regulations. Employment in MA is at-will, meaning the employment relationship may be terminated by the employer or employee at any time and for any or no reason.

This offer is contingent on the satisfactory results of references, CORI and SORI checks. By signing below, you accept this position as detailed in the attached job description and have read and agreed to the information reflected in this offer summary.

EMPLOYEE SIGNATURE	DATE

ADMINISTRATOR SIGNATURE	DATE

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