

# Free staff handbook template

## Section 1: Our School

### 1.1 Mission Statement

Here at **[Center's name]**, we are committed to providing high-quality early care and education through close and thoughtful partnerships with educators, families, child development professionals, and our local state agencies.

The tenets that guide and inspire our work:

1. We believe that children reach their fullest potential in nurturing and secure developmentally appropriate learning environments with caring and attentive adults and meaningful relationships with their peers.
2. We believe the family is a child's first teacher and the experts on their child. Supporting a child to reach their fullest potential means partnering closely with the family.
3. We believe educators are the heart and soul of the school and as such we are committed to uplifting and celebrating our teachers' professional growth through professional development, compensation, and other benefits.

**[Center's name]** strives to be advocates for all children, families, and educators within our community and beyond as we lead by example to have a positive impact on the future of our youngest citizens, families, and the field of early childhood education.

### 1.2 Purpose of Handbook

This handbook has been prepared to inform new employees of the policies and procedures and to establish **[Center's name's]** expectations. It is not all-inclusive or intended to provide strict interpretations of our policies, rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with our organization.

**[Center's name]** reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the **[Center's name]** policies. However, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook. This handbook supersedes all personnel policies and manuals previously distributed, made available, or applicable to employees.

## Section 2: Employment at **[Center's name]**

### 2.1 Equal Employment Opportunity

**[Center's name]** is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other

# Handbook Of Staff Development

**ML Yell**



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