



School for Children with Alternative Learning Styles
Developmental Individual Relationship-based Intervention®
www.celebratethechildren.org

230 Diamond Spring Road, Denville, New Jersey 07834
Phone: 973-989-4033 Business Office fax: 862-244-9055

**ACKNOWLEDGEMENT AND RECEIPT OF
STAFF GUIDE PARAPROFESSIONAL TRAINING MANUAL**

Employee Name: _____

Date Manual Received: _____

This training manual is an important document intended to help you become acquainted with your new role as a Paraprofessional at Celebrate the Children School. This manual will serve as a guide and helpful resource to you as you begin your paraprofessional position at Celebrate the Children.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Celebrate the Children Paraprofessional Training Manual.

- I have received and agree to review a copy of the Paraprofessional Training Manual. I understand this is a working guide and all information is subject to change.
- I understand that during the course of my employment, I should have this manual available at all times and that it will be used as a resource during my training and mentoring sessions as a Paraprofessional.
- I understand and agree that this manual must be turned in at the end of my employment with CTC. I also agree and understand that should I lose the manual or if I do not return it at the end of my employment the \$10.00 replacement cost of the manual will be deducted from my final paycheck.
- I understand that during the course of my employment should I have any questions or concerns regarding my position, responsibilities, mentoring and training, I will speak directly with either my mentor, a member of the L3 staff or the Director of Personnel/Staff Development.

Employee's Printed Name

Position

Employee's Signature

Date