

**Celebrate the Children, Inc.**  
**Receipt & Acknowledgment**  
**of Employee Handbook**

This Employee Handbook is an important document intended to help you become acquainted with Celebrate the Children, Inc. (the “School”). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention and the contents of this Handbook may be changed at any time at the discretion of the School.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Celebrate the Children, Inc. Employee Handbook.

- \* I have received and agree to read a copy of the Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the School at any time. I understand that this Handbook replaces (supersedes) all other previous employee Handbooks and employment-related policies for the School.
  
- \* **I understand that I am an “at will” employee, which means that either I or the School can terminate the employment relationship at any time with or without reason and with or without notice.**
  
- \* I am aware that during the course of my employment, confidential information will be made available to me. I understand that this information is critical to the success of the School and must not be disclosed or used outside of the School’s premises or with non-employees. In the event of my termination of employment, whether voluntary or involuntary, I hereby agree not to disclose, utilize or exploit this information with any other individual or School.
  
- \* I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the School. I also understand that these systems are to be used for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment. I acknowledge and consent to the School monitoring any use of this equipment at any time at its discretion.
  
- \* I have been informed that additional School operating policies and procedures are available on the School’s website. I understand that I am required to read and abide by these additional School operating policies and procedures.

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Employee’s Printed Name

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Position

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Employee’s Signature

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Date