

ACKNOWLEDGEMENT AND RELEASE FORM - Employee Copy

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by **Wellspring Early Learning Center**. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of **Wellspring Early Learning Center** other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As **Wellspring Early Learning Center** changes, the need may arise to change policies described in this handbook. **Wellspring Early Learning Center** reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, **Wellspring Early Learning Center** will notify all team members of such changes, and they will be applicable even if I have not signed a new Acknowledgment and Release Form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I have read and will familiarize myself with its contents and follow its policies and rules as well as those in the TN DHS Licensure Rules for Child Care Centers. I also agree to ongoing training from various online educational providers and Wellspring Center & Classroom Guidelines.

Employee Printed Name

Employee Signature

Date

ACKNOWLEDGEMENT AND RELEASE FORM - Employer Copy

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Please date, print and sign your name and forward this form to your supervisor. -

Employee Printed Name

Employee Signature

Date