

# BURLINGTON SCHOOL DISTRICT

150 Colchester Avenue ♦ Burlington, Vermont 05401

## School-Age Care Employee Notification Form

*This form is to be completed after the employee has completed the hiring process.*

Date: \_\_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

1. The employee has been informed of the District's policies on abuse and neglect. Abuse and neglect is against Vermont law. If District employees suspect abuse or neglect, they are required by law to report those suspicions to state authorities and law enforcement. (BSD Policy JH).

2. The employee has reviewed written procedures for handling emergency situations, evacuations and the reporting of child abuse and neglect.

3. The employee has read and understood the Licensing Regulations for School-Age Care and the District's policies and procedures.

Employee Signature: \_\_\_\_\_