

**SMART
START
CENTERS**
Discover your skills

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**EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT**

Thank You for Being Part of Our Mission!



Together We Change Lives

Our mission is made possible by dedicated instructors like you.

Thank you for joining Smart Start Centers and helping students build confidence, independence, and brighter futures.



✓ **BY SIGNING BELOW, I ACKNOWLEDGE AND CONFIRM THAT I:**

✓ I have received, fully read, and completely understand the Smart Start Centers Employee Instructor Handbook.

✓ I agree to fully comply with all policies, procedures, and guidelines outlined throughout this handbook.

✓ I understand all of my responsibilities as an instructor and the expectations for professional conduct.

✓ I understand the guidelines for safety, student well-being, inclusion, and student protection.

✓ I understand all policies regarding technology, social media use, and maintaining professional boundaries.

✓ I understand attendance expectations, time management requirements, and communication policies.

✓ I understand the reimbursement processes, payroll schedule, and the monthly bonus program.

✓ I understand the importance of confidentiality and the communication and documentation policies.

✓ I understand that this handbook may be updated at any time.

✓ I agree to ask questions when I need clarification or support.

✓ I understand that failure to follow these policies may result in corrective action or termination of employment.



 Instructor Name (Printed): _____

Date: _____

 Instructor Signature: _____

 Job Title: _____

Hire Date: _____

 **EMERGENCY CONTACT INFORMATION**

Please provide a local emergency contact.

 Contact Name: _____

 Relationship: _____

 Phone Number: _____

 Alternate Phone: _____

 This information is kept confidential and used only in case of emergency.

 **YOU ARE PART OF SOMETHING BIGGER**

 **Your work matters.**
Every lesson makes a difference.

 **Your dedication changes lives.**
You help students reach their potential.

 **Your patience builds confidence.**
You create a safe space to learn and grow.

 **Your support creates opportunities.**
You open doors to brighter futures.

 **Your impact lasts a lifetime.**
You inspire success every single day.



THANK YOU!
DISCOVER SKILLS • GAIN INDEPENDENCE • ACHIEVE BRIGHTER FUTURES
We're proud to have you on our team.



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Smart Start Centers Employee Instructor Handbook

TOPIC 18

 One Mission. Endless Possibilities. 



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MINIMUM WEEKLY AVAILABILITY & COMMITMENT

To provide consistent scheduling for our students, all instructors are required to:

COMMIT
Commit to a minimum of **6 months**.

AT LEAST 3 DAYS PER WEEK
Be available a minimum of **3 days** per week.

MINIMUM 12 HOURS PER WEEK
Be available to teach a minimum of **12 hours** per week.

MAINTAIN
Maintain the availability you commit to unless approved by management.

If you cannot commit to being available at least **3 days per week** and for a minimum of **12 teaching hours per week**, this position is not the right fit at this time.

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SELECT YOUR WEEKLY AVAILABILITY

Please select the days and time blocks you are committing to be available on an ongoing basis. We will begin scheduling your classes based on the availability you select.

DAY	MORNING 10:00 AM – 1:00 PM	AFTERNOON 1:00 PM – 4:00 PM	EVENING 4:00 PM – 7:00 PM
MONDAY	☐	☐	☐
TUESDAY	☐	☐	☐
WEDNESDAY	☐	☐	☐
THURSDAY	☐	☐	☐
FRIDAY	☐	☐	☐
SATURDAY	☐	☐	☐
SUNDAY	☐	☐	☐



- ✓ Please select the days and time blocks you are committing to be available each week.
- ✓ Once your availability is submitted and approved, we will begin assigning classes based on your committed schedule.
- ✓ Your selected availability is expected to remain consistent unless a change is approved by management.
- ✓ Minimum availability requirement: **3 days per week** and **12 teaching hours per week**.
- ✓ If you need to permanently change your availability, please notify management in advance.

Instructor Name (Print):

Date:

Signature:



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MONTHLY BONUS & INSTRUCTOR AGREEMENT

Your care, creativity and commitment make a difference.

Monthly bonuses recognize meaningful positive impact. The admin team considers student and family responses, teaching quality, reliability, care for the center and efforts that improve the student experience. Regular classes alone do not earn a bonus.

40-74 CLASSES	75-99 CLASSES	100-124 CLASSES	125+ CLASSES
\$50	\$75	\$125	\$250

POSITIVE STUDENT IMPACT

- Teach with passion and patience.
- Plan creative, meaningful projects.
- Provide healthy, hands-on cooking and printed recipes.
- Build confidence, engagement and family satisfaction.

RELIABILITY & TEAM SUPPORT

- Arrive on time and prepared.
- Follow the 48-hour cancellation standard; emergencies are reviewed.
- Share Success Stories photos.
- Clean up, use supplies responsibly and help when your schedule allows.

BONUS ELIGIBILITY IS REVIEWED BY THE ADMIN TEAM

Core class capability includes Arts & Crafts, Cooking, Computers, Money Management, Yoga and Zumba; training is available. Awards are discretionary and are based on the meaningful difference you make, not class count alone.

INSTRUCTOR AGREEMENT

I acknowledge that I have read and understand the updated attendance, student cancellation, pay, materials, cooking and monthly bonus policies effective November 1, 2026. I agree to follow these policies and contact admin when I need clarification.

Instructor name (print): _____

Signature: _____

Date: _____

Thank you for helping students build skills, confidence and independence.