

## PRESCHOOL HELPER AGREEMENT 2022 / 2023

The following are the terms and agreement for employment as a helper for the Zion Christian Preschool.

- A. Abide by and agree with the Philosophy and Purpose of Zion Christian Preschool as stated in the preschool handbook.
- B. Understand that the Director of Christian Education and the Board of Christian Education oversees the program.
- C. Work with and under the direction of the Pre School Teacher.
- D. Understand that the school must be self-sustaining and must operate within the budget.
- E. Requirements of employment:
  - Undergo a background check.
- F. Wages and Hours worked:
  - The M-W-F class meets from 8:15 am to 11:15 am (hours will be 8:00 am to 11:30 am).
  - Paychecks are issued bi-monthly over a 9-month period, Sept-May.
  - Total Pay is 23% of the tuition received =  $.23 * \$200$  per child per month \* the number of children (hopefully 18).
- G. MCS District 160 School Scheduled days off, and Paid Time Off (PTO):
  - M, W & F scheduled days off - Oct. 7<sup>th</sup>, 10<sup>th</sup>, Nov. 11<sup>th</sup>, 23<sup>rd</sup>, 25<sup>th</sup>, Dec. 21<sup>st</sup>, 23<sup>rd</sup>, 26<sup>th</sup>, 28<sup>th</sup>, 30<sup>th</sup>, Jan. 2<sup>nd</sup>, 16<sup>th</sup>, Feb. 20<sup>th</sup>, April 7<sup>th</sup>, 10<sup>th</sup>.
  - Paid Time Off (PTO) allowed is 5 days per school year.
  - For additional time taken off your pay will be deducted for the # of days missed over the allowed days.
  - A substitute helper/aide will be obtained and paid at the rate of \$32 per class day for each class missed.

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### H. Responsibilities:

- To help the teacher with class time activities that include: Circle time, Learning Center activities, Chapel/Bible time, snacks, gross motor activities and field trips.

Please print and sign.

Marcia Thellman Marcia Thellman  
Helper

9/28/22

Date

Rev. Darrell Weber Rev. Darrell Weber  
Director of Christian Education

9/28/22

Date

Dale Grosswald Dale Grosswald  
Council President

9/29/2022

Date