

PRESCHOOL HELPER AGREEMENT 2023 / 2024

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. 9th, Nov. 1st, 10th, 22nd, 24th, Dec. 22nd, 25th, 27th, 29th, Jan. 1st, 15th, Feb. 19th, March 29th, April 1st.
 - 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 \$40 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 Tuxillman Marcia Tuxillman

Helper

9-8-23

Date

Darrill Weber Darrill Weber

Director of Christian Education

9-11-23

Date

Leeds Pellum

Council President

9/11/23

Date