

PRESCHOOL HELPER AGREEMENT 2021 / 2022

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 17% of the tuition received.
- G. MCS District 160 School Scheduled days off, and Paid Time Off (PTO):
 - M, W & F scheduled days off - Oct. 8th, 11th, Nov. 1st, 24th, 26th, Dec. 20th, 22nd, 24th, 27th, 29th, 31st, Jan. 3rd, 17th, March 14th, April 13th, 15th, 18th.
 - 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 \$31 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.

Tina S Maeder

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Helper

8/19/2021
Date

Pastor Daniel Weber

Director of Christian Education

8/27/2021
Date

Dale D. Smeraldi

Council President

9-13-2021
Date