

GUIDELINES FOR PILGRIM COMMUNITY PRESCHOOL PROGRAMS

A. Name

The name of this organization shall be “Pilgrim Community Preschool” (PCP).

B. Purpose

The purpose of the PCP is to help each child develop a sense of worth about his or her own being by providing learning experiences that will help him or her to grow spiritually, emotionally, mentally, physically, and socially in a Christian environment. PCP is a community ministry of Pilgrim Lutheran Church (PLC). It is a place where children aged 18 months through four years learn to work and play with others, develop skills at their own rate of growth, and express ideas through many different activities.

C. Organization

PCP Authority

The PCP is incorporated under the auspices of the PLC Council through the Education Committee. PCP will have overall administrative accountability to the PCP Board (hereto after referred to as the Board). The PCP will remain self-incorporated. The Board, through the Director of Church Operations (DCO), delegates to the Director the responsibility for the day-to-day administration. The Director in turn delegates to the PCP staff the responsibility of the classroom management.

Board Authority

The Board will serve in a policy-making capacity in terms of organization, budget, administration, personnel and services rendered by the Preschool. The PCP derives its authority from the Board. Policies may be revised and developed by the Board annually. The Board will also serve to give support and guidance to the Director. The Board will advertise, interview and hire a Director. The Director is part of the regular church staff and will be responsible to the head of staff (Pastor) and the Board. Day to day administrative supervision of the Director will be by the DCO.

Director Authority

The PCP Director is given the responsibility of hiring and evaluating all other preschool staff within the PCP annual budget. The Board has prepared job descriptions for the Director and staff. (See Appendices A-J). There is no discrimination in employment with regard to creed, race, political affiliation, marital status, sex, or number of dependents.

Board Member Selection Process

The Board will seek to have representatives with legal, educational, medical, or business backgrounds, as well as parents with children in preschool. The PCP Board, Director or staff will recommend the community representative. If needed, a call for nominations from the PLC congregation will be placed in the PLC newsletter in February. Elections will be held no later than April of each year. (New members will then be invited to attend the May meeting for orientation purposes). The parent/community representatives must be Christians. The Board will attempt to limit parents to no more than five members of the Board so that there

can be a broader membership involving a more diverse range of the overall Pilgrim community.

Board Member Terms

Each Board member from PLC shall serve for a three-year term. The members from the Community will serve for a two-year term. Members may be eligible for reelection to the Board after a one-year period has elapsed from the time their term of office has ended. Board members serving less than one half of an expired term shall be eligible for nomination and possible election to a full term. In the case of a Board member resignation mid-term, the Board will recommend qualified individuals and elect a member as soon as possible. The term of office for a Board member shall be June 1 - May 31 of the appropriate year. A Board member's place on the Board shall be declared vacant if the member is absent from four consecutive meetings of the Board without cause. The Board will determine the cause. The Board may call an executive session of voting members to discuss personnel and student issues requiring confidentiality.

Board Membership and Voting Requirements

Membership of the Board will consist of nine voting positions elected by the Board and reported to the Church Council. The Pastor or the DCO will have one permanent voting position. Six voting members will be nominated from the membership of the Pilgrim Lutheran Church. Two voting members will serve from the community, and will include at least one preschool parent. The DCO will have a vote, but would defer that vote to the Pastor if he were to attend. The Pastor will be an ex-officio member of the Board. The Board meetings will be conducted according to Robert's Rules of Order. The Director will hold a non-voting position on the Board. Members of the PCP staff are not eligible for Board membership. If available, the Church Council Education representative will also hold a non-voting position on the Board, and will act as the liaison between the Board and Church Council. In the event that no PLC Council representative is available to serve on the Board, the recording secretary should make the minutes of the Board meetings available to the PLC Council President.

Officers of the Board

The officers of the Board shall be the Chairperson, Vice-Chairperson and a Recording Secretary. (The Board elects all officers. Position descriptions, along with that of Board members, are at the end of this document).

D. Administration

The Board will meet at least once a month during the school year for the purpose of receiving reports and giving general oversight to the operation of the Preschool. A majority of the total Board members shall constitute a quorum. Motions shall be carried by a majority vote of those Board members present. Meetings may be held during the summer months when the PCP is not in session, only as deemed necessary by the Director and Board Chairperson.

Special meetings may be called for any purpose, at any time, by the chairperson or a majority of the Board. A five-day notice shall be given to each member of the Board. (A majority of the members may waive this notice). At the beginning of each school year, the Board,

through the PLC Council Education Representative, shall present to the PLC Council a detailed statistical report of the ministry of PCP. This report should include the names of the various classes offered, the number of students participating in each class, the names of the teachers and assistants, and the proposed budget for the upcoming preschool year. This report will also include the classrooms and other areas of the church that will be utilized and the dates and times that the PCP will be in session.

E. Staff

There shall be a Director, administrative assistant and other staff members of the PCP as the Board may authorize. Each classroom will have one teacher and one assistant.

The Director will be evaluated annually by the PCP's DCO in consultation with the Pastor and input from the Board. The Director of the PCP will evaluate the other staff members of the PCP annually. All new staff members shall be placed on probationary status for a three-month period.

Each staff member and substitute shall be required to pass a national background check and a DSS Central Registry Check when hired. Staff will also be required to maintain a completed DSS Medical Statement, annual SLED check, updated TB test, and Red Cross Infant/Child CPR & First Aid Training certification. In an emergency, a responsible adult may be obtained but will need to pass all of the requirements if he/she plans to be a substitute again.

A staff member with a communicable disease must take leave until he/she is no longer contagious. This leave will be unpaid after all annual leave has been taken.

A staff handbook, updated annually by the Director, will be given to all employees. A copy of the PCP guidelines will be given to all personnel and the Board.

The Director will give a PCP handbook to parents and Board.

F. Finances

The board is charged with the responsibility of establishing fees. These fees will be used to pay all PCP expenses.

G. Pay Schedule

Salary is based upon a 9-month period divided by:

- (1) Eighteen and a half pay periods, receiving ½ a check on August 15th, and a full check on the 15th and the last day of each month, August 31-May 15; **OR**
- (2) Twenty-two pay periods, receiving a full check on the 15th and the last day of each month from August 15-June 30.

PCP staff will be given the option of having their child(ren)'s tuition taken as a pre-tax deduction from their paycheck. The Director will be given the option of receiving salary on a twelve-month period.

H. Leave Policy

Four-day teachers and assistants will receive four days of paid leave per year, three-day staff will receive three days of paid leave per year, and two-day staff will receive two days of paid leave per year. The Director will receive six days of paid leave per year. Excess days are subject to approval by the Director. Pilgrim's head of staff will approve the Director's excess leave days and keep the board informed.

**The Director/Head of Staff shall approve personal leave around holidays in advance and keep the Board informed.

If a teacher resigns during the year, the replacement will receive prorated amount of leave as allotted for the position.

Staff members will be paid for any leave days not used at the end of the school year. This will not apply to any employee who is terminated.

All employees will receive up to three additional paid leave days for funerals of the immediate family, approved by the PCP Director.

Jury duty with a court summons is excused with pay and will not count as leave. The employee must turn in their jury pay to receive salary. However, if they choose to retain their jury duty pay, their absence will be counted as annual leave.

Any absences beyond the amount designated in the guidelines will result in the daily salary being deducted from the staff member's pay.

I. PCP Schedule

PCP will observe the schedule of Lexington School District One. PCP will normally start on the Monday following one full week after District One begins and will be in session for 36 weeks.

PCP will observe all Lexington School District One holidays and closings.

Inclement Weather:

PCP will be closed if District One has a delayed opening for any reason. Tuition will not be refunded due to Lexington District One Closing or delays. Staff salaries will not be deducted for days not worked due to the Lexington schedule. If PCP has to close in the middle of the school day, key moms will contact parents.

J. PCP Policies

Enrollment/Curriculum/Personal Information

Students who are currently enrolled in PCP will be given first priority for enrollment, followed by families of children that have previously attended PCP, then followed by members of PLC. Registration will then be opened to the general public.

PCP has no restrictions based on race, color, or creed.

Children must be 18-months, two, three, or four-years of age on or before September 1st to be eligible for enrollment in that respective class. A certified copy of the child's birth certificate is required at the time of enrollment. All children will be placed in classrooms appropriate for their age.

The Board may adjust class schedules and sizes annually, as needed. Where practical, the teacher-to-student ratio guidelines will be as recommended by DSS.

The parent must provide a South Carolina record of immunization signed by the child's physician or by the health department at the time of enrollment. No exemption forms will be permitted.

Emergency medical treatment authorization forms are required at time of enrollment.

Registration fees (to be set annually by the Board in consultation with the Director, Accountant, and DCO in December) must accompany all applications for enrollment. These fees are non-refundable. The Board shall vote on any fee increases at the January Board meeting.

The Director and the Board will consider children withdrawn during the school year who apply for re-admission on a case-by-case basis.

Student records are open only to a particular student's teacher, the Director, or the child's parent or legal guardian upon request.

Fundraising activities are permitted as approved by the Director in consultation with the Board.

No off-site field trips will be permitted

The PCP will not discriminate against multiple siblings in classroom placement. Placement is determined based on age, teacher recommendation, and available space. Parental request for specific teachers is discouraged.

Payments

Tuition payments (to be set annually by the Board in consultation with the Director, Accountant and DCO in December) are due on the first of each month (August through April). May's tuition will be included in the August tuition payment since each of those months are not a full four weeks in which the children attend PCP. Tuition must be paid regularly regardless of attendance. Refunds or exceptions will be made for unusual circumstances and solely at the discretion of the Board.

Tuition payments may be made in person at the PCP office, dropped in the box at the church secretary's office, or mailed to PCP.

Tuition is considered past due on the tenth of the month in which it is due (or the following school day if the 10th falls on a weekend or holiday). Accounts not paid by the tenth of the month will be charged a \$20 late fee. If payment is not received after thirty days, the PCP accountant will send a letter to the parents. If payment is not received after sixty days, the matter will be brought before the Board.

A returned check fee of \$25.00 will be charged if payment is not received within thirty days of insufficient funds or returned check.

All fees must be paid in full by May 30th for a child's subsequent enrollment.

Employees of PLC or PCP will be charged at three-fourths (75%) of the established tuition. The registration fee, but not the supply fee, will be waived for staff.

There is a late pick-up fee of \$10.00 for any child not picked up by 1:15 p.m. and \$1.00 per minute thereafter. Late pick-up charges are due on the day incurred or the following day to the Director. Exceptions are at the discretion of the Director and will be reported in the budget.

Appendix A

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Board Member

Position Description: Serves in a policy-making capacity in terms of organization, budget, administration, personnel and services rendered by the preschool.

Staff Relationship: Professional relationship with PCP

Qualifications/Requirements:

1. Shall be a Christian
2. Care and concern for children
3. Support the mission, vision, and values of the PCP
4. Be representative of legal, educational, medical, or business background as well as a parent representative of children in PCP.

Principal Function: Policy making function

Duties:

1. Attend all Board meetings
2. Carry out Board decisions and execute policies
3. Participate in PCP events as recommended by Board decisions.

Appendix B

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Chairperson

Position Description: The Chairperson shall preside at all of the meetings of the PCP Board. The chairperson has the responsibility for implementing decisions of the Board.

Staff Relationship: Professional relationship with PCP

Qualifications/Requirements:

1. Shall be a Christian
2. Shall possess leadership skills
3. Shall be organized
4. Support the mission, vision, and values of PCP

Principal Function: To lead the PCP Board

Duties:

1. Chair the PCP Board meetings, following Roberts Rules of Order
2. Prepare and distribute a meeting agenda prior to each meeting
3. Coordinate implementation of Board decisions

Appendix C

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Vice-Chairperson

Position Description: Fulfill the role of the Chairperson in his/her absence

Staff Relationship: Professional relationship with PCP

Qualifications/Requirements:

1. Shall be a Christian
2. Shall possess leadership skills
3. Shall be organized
4. Support the mission, vision, and values of the PCP

Principal Function: To assist the Chairperson in his/her role

Duties:

1. Preside over Board meetings in the absence of the Chairperson
2. Notify Board members of the date and time of each meeting
3. Remind Board members of special programs and projects
4. Will succeed the Chairperson in that role in the following year

Appendix D

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Recording Secretary

Position Description: Document Board meetings and decisions

Staff Relationship: Professional relationship with PCP

Qualifications/Requirements:

1. Shall be a Christian
2. Shall possess leadership skills
3. Shall be organized
4. Support the mission, vision, and values of the PCP

Principal Function: To record the meetings of the Board

Duties:

1. Take notes at each Board meeting
2. Prepare minutes and distribute them to each board member prior to meeting
3. Provide the PLC Council Education Chairperson with a copy of all minutes (give to Council Chairperson if no such person is available)
4. Record the attendance at each meeting

Appendix E

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Accountant

Position Description: This is a part-time position. The Accountant is responsible for the financial records of the preschool. This position does not provide leave of absence or sick days.

Education Requirements: Bookkeeping/Accounting Experience

Staff Relationships: Professional relationship with Director and Board

Qualifications/Requirements:

1. Shall be a Christian
2. Must demonstrate strength in:
 - Accounting skills
 - Organization skills
 - Oral and written communication skills
 - Business management skills

Principal Function:

1. Support the mission, vision and values of the Pilgrim Community Preschool (PCP) Ministry
2. Uphold the policies and guidelines established by the Board
3. Responsible for recording financial status of PCP

Duties:

1. Manage the PCP accounts
2. Attend Board meetings as requested
3. Post registration fees
4. Post monthly tuition
5. Pay all PCP invoices approved by PCP Director and Board
6. Provide necessary financial information used to consider teacher pay increases
7. Replenish PCP Petty Cash Fund upon receipt of Petty Cash Slips
8. Meet with PCP Director to verify tuition payments that have been received. This should be completed by the 11th of each month or first school day thereafter.

9. Gather information necessary to forecast budget for upcoming school year. This meeting occurs in December. The Accountant, Director, DCO, and Board Chairman are included in this meeting.
10. Furnish Director with report of paid and unpaid registration fees and tuition.

Appendix F

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Director

Education Requirements: Four-year college degree preferably in Education or Business Administration

Staff Relationships: Reports to the Pastor, the Director of Church Operations, and the Pilgrim Community Preschool (PCP) Board

Qualifications/Requirements:

- Shall be a Christian
- Teaching experience preferable
- Ability to interact effectively with small children and parents
- Effectively supervise and work with staff
- Must demonstrate strength in:
 - Organizational Skills
 - Public Relations
 - Oral and Written communication skills
 - Business management skills
- Must pass national background and DSS Central Registry Check
- Must maintain a completed DSS Medical statement
- Must have annual SLED check
- Must have TB test
- Must have current Red Cross Infant/Child CPR & First Aid Training Certification

Principal Function:

- Support the mission, vision, and values of the PCP Ministry
- Manage the staff and daily functions of PCP
- Uphold the policies and guidelines established by the Board

Duties:

- Attend PCP Board meetings
- Present monthly updates (budget/school activities) at PCP Board meetings
- Interview, hire, and evaluate all staff
- Inform Board of staff resignations, terminations, and hires

(Director Duties continued)

- Maintain updated personnel files on PCP staff (i.e., National Criminal, SLED and DSS background checks, medical forms, etc)
- Conduct yearly staff evaluations prior to April 30
- Obtain letter of intent from staff in April
- File annual evaluations and salary contracts
- Approve individual leave request forms
- Conduct staff conferences as necessary
- Recommend salary increases to the Board for approval
- Document tuition payments
- Record checks received
- Make bank deposits
- Make copies of all financial information
- Provide all necessary financial information to accountant in a timely manner
- Manage petty cash accounts
- Assist in program budgets. Consult with Board and/or Accountant when necessary
- Approve and coordinate all financial transactions with PCP accountant
- Administer the programs within the limits of the budget and in consultation with the Board
- Maintain a list of substitute teachers and make calls with Administrative Assistant
- Conduct PCP staff meetings (meetings will include devotions)
- Organize, order, and coordinate all curriculum materials
- Enforce all safety and health regulations
- Register students
- Maintain waiting list
- Maintain updated personal information files on each student
- Make personal information files available for parent-teacher conferences
- Maintain cumulative records on each child
- Attend professional conferences and encourage the staff to do the same
- Plan special activities in consultation with staff
- Maintain health record/emergency cards for each child and staff
- Oversee publication of parent handbook, registration packet, monthly newsletter and other pertinent materials
- Update church staff weekly of current preschool activities
- Perform other duties as assigned by Pastor and/or Board

Working Time Directives:

- Professional salaried position
- Director's salary contract renewed annually in January and applicable pay raise effective in July

- School holidays follow Lexington County School District One schedule
- Director is granted six days leave of absence. The Pastor shall approve additional leave days and Board will be informed.
- Director shall notify the church office of Director's personal sickness/absence
- Administrative Assistant will function as necessary in Director's absence
- Unused leave days will be compensated at the end of the school year
- Scheduled staff work days provide time for personal planning and staff meetings (normal work day schedule will be observed)
- Letter of Intent signed in April

Probationary Period:

- All new personnel shall complete a three-month probationary period prior to becoming a permanent employee
- Evaluation of new employee at end of three-month probationary period

Appendix G

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Administrative Assistant

Staff Relationship: Responsible to the Director and the Board

Qualifications/Requirement:

- Shall be a Christian
- Experience in working with preschool children is preferred
- College degree and medical background are preferred
- Experience with Microsoft Office and basic computer skills
- Attend Red Cross First Aid/Infant & Child CPR training, education seminars and workshops as offered and/or required by the Director
- Shall be required to pass a national background check and a DSS Central Registry Check when required.
- Shall also be required to maintain a completed DSS Medical Statement and annual SLED check, must have TB test and a Red Cross Infant/Child CPR & First Aid training certification

Principle Function: Assist the Director, to fully support mission, vision, and values of the PCP ministry. In the ongoing activities, the Administrative Assistant will uphold the policies and guidelines established by the Board.

Duties:

- Help provide and maintain a Christian environment in which children may grow spiritually, physically, mentally, socially, and emotionally
- Work schedules may be adjusted as needed by the Director
- Assist with the medical needs of students and general office duties
- Give children the special attention needed to assure his/her best welfare (regarding health, safety, and other needs)
- In cooperation with the director, become knowledgeable of the children's home environments and aware of their needs. Maintain complete confidentiality of student/family issues.
- Be available to provide loving support, including smiles and hugs, as needed.
- Maintain a well-groomed appearance and wear appropriate attire at all times.
- Report to the Director immediately if unable to report to work. Complete a leave slip for all absences.

- Inform the Director of needed supplies, repairs, and materials as far in advance as possible.
- Attend classes, staff meetings, workshops and other training opportunities
- Be punctual, and do not leave early unless prearranged with the Director.
- Perform other duties as assigned by the Director.

Working Time

- Work hours are from 8:30 a.m. until 1:30 p.m.
- Attendance at staff meetings is required
- Attend and assist with after-hours functions, such as, but not limited to, Parent Orientation, Open House, Fall and Spring Programs
- Administrative assistants are granted five days of paid annual leave. Staff members will be paid for any unused leave days at the end of the year. (This is not applicable to any employee who leaves the program or who is asked to leave the program.) The director must approve days off and a leave of absence form must be submitted. Absences that are not covered by this policy will be considered leave without pay and will result in the daily salary being deducted from the employee's pay.

Temporary Classification

All new staff will begin on a three-month probationary period.

Appendix H

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Lead Teacher

Education Requirements: High school diploma/GED required. College degree in Early Childhood Education preferred

Staff Relationship: Reports to PCP Director and PCP Board

Qualifications/Requirements:

- Shall be a Christian
- Experience working with preschool children preferred
- Must pass national background and DSS Central Registry Check
- Must maintain a completed DSS Medical Statement
- Must have annual SLED check
- Must have TB Test
- Must have current Red Cross Infant/Child CPR & First Aid Training Certification

Principal Function:

- Support the mission, vision, and values of the PCP Ministry
- Assist the Director
- Uphold the policies and guidelines established by the Board

Duties:

- Provide and maintain a Christian environment, which enables the child to grow spiritually, physically, mentally, socially and emotionally
- Plan and implement teaching program approved by PCP Director
- Director may adjust work schedules and class assignments as necessary
- Must maintain confidentiality of student/family issues
- Provide special attention to each child as needed (i.e. eating, toileting, rest, play, work, health, safety, etc.)
- Be knowledgeable of each child's home environment and/or particular needs provided by parent on Teacher Information sheet

- Maintain a written record of significant incidents observed and place in child's personal file
- Cooperate with Director and other teachers to schedule rooms to be shared to maximize use of available facilities
- Maintain a clean and orderly room
- Be well-groomed; wear appropriate attire
- Attend classes, workshops and other training opportunities
- Supervise outdoor activities with assistant teacher
- Assemble children's work to send home
- Prepare and maintain bulletin boards/room decorations to coincide with curriculum
- Provide loving support with smiles and hugs
- Prepare for and conduct Parent/Teacher conferences
- When necessary, schedule additional parent conferences
- Report personal absence(s) to Director immediately
- Arrange a classroom substitute from list supplied by Director
- Complete a leave slip
- Provide Director with a list of needed supplies, repairs, or materials in a timely manner
- Adhere to the designated working times. Exceptions should be prearranged with Director
- Help the Director organize and present parent programs
- Perform other duties as assigned by the PCP Director

Working Time Directives

- Hours are 8:30 a.m. to 1:30 p.m.
- Required to attend staff meetings
- Attend after school functions (i.e., Parent Orientation, Open House, Fall and Spring Programs, etc.)
- Four-day teachers/assistants receive four (4) days of paid leave per year
- Three-day teachers/assistants receive three (3) days of paid leave per year
- Two-day teachers/assistants receive two (2) days of paid leave per year
- Additional leave must be approved by the Director
- Scheduled staff work days provide time for personal planning and staff meetings, normal work day hours will be observed
- ****Personal leave around holidays requires pre-approval by the Director.**

Probationary Period

- All new personnel shall complete a three-month probationary period and be evaluated prior to becoming a permanent employee

Appendix I

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Teaching Assistant

Education Requirements: Must have a high school diploma or GED

Staff Relationship: Reports to PCP Director and PCP Board

Qualifications/Requirements:

- Shall be a Christian
- Experience in working with preschool children is preferred
- Must pass national background and DSS Central Registry Check
- Must maintain a completed DSS Medical Statement
- Must have annual SLED check
- Must have TB test
- Must have current Red Cross Infant/Child CPR & First Aid Training Certification

Principal Function:

- Support the mission, vision and values of the PCP Ministry
- Assist teachers and Director
- Uphold the policies and guidelines established by the Board

Duties:

- Provide and maintain a Christian environment which enables the child to grow spiritually, physically, mentally, socially and emotionally
- Assist with daily planning and implementation of teaching program
- Director may adjust work schedules and class assignments as necessary
- Must maintain confidentiality of student/family issues
- Will fill the role of lead teacher in the lead teacher's absence, substitute will serve as assistant
- Provide special attention to each child as needed (i.e. eating, toileting, rest, play, work, health, safety, etc.)

- Be knowledgeable of each child's home environment and/or particular needs provided by parent on Teacher Information sheet
- Maintain a clean and orderly room
- Prepare, serve, and clean up snacks
- Supervise outdoor activities with lead teacher
- Prepare children to go home
- Assist lead teacher with bulletin boards
- Provide loving support with smiles and hugs
- Be well-groomed; wear appropriate attire
- Report personal absences to Director immediately
- Complete a leave slip documenting absences
- Provide Director a list of needed supplies, repairs, or materials in a timely manner
- Enrich the daily programs using creative teaching strategies
- Attend classes, workshops, and other training opportunities
- Adhere to the designated working times. Exceptions should be pre-arranged with Director
- Perform other duties as directed by the lead teacher/Director

Working Time Directives:

- Hours are 8:30 a.m. to 1:30 p.m.
- Required to attend staff meetings
- Attend after school functions (i.e., Parent Orientation, Open House, Fall and Spring Programs, etc.)
- Four-day teachers/assistants receive four (4) days of paid leave per year
- Three-day Teacher/assistants receive three (3) days of paid leave per year
- Two-day teachers/assistants receive two (2) days of paid leave per year
- Additional leave must be approved by the Director
- Scheduled staff work days provide time for personal planning and staff meeting, normal work day hours will be observed
- **** Personal leave around holidays requires pre-approval by the Director**

Probationary Period:

- All new personnel shall complete a three-month probationary period and be evaluated prior to becoming a permanent employee

Appendix J

PILGRIM COMMUNITY PRESCHOOL JOB DESCRIPTION

Position: Substitute

Education Requirements: High School Diploma or GED

Staff Relationships: Reports to PCP Director and PCP Board

Qualifications Preferred:

- Shall be a Christian
- Experience in working with preschool children
- Pass national background and DSS Central Registry Check
- Complete a DSS Medical Statement
- Have annual SLED check
- Have a TB test
- Non-refundable cost for national/SLED checks
- In an emergency situation, a trusted adult may substitute

Principal Functions:

- Support the mission, vision, and values of the PCP Ministry
- Assist the teachers and Director
- Uphold the policies and guidelines established by the Board (must familiarize self with Guidelines)

Duties:

- Provide and maintain a Christian environment which enables the child to grow spiritually, physically, mentally, socially, and emotionally
- Assist with implementation of teaching program
- Director may adjust work schedules and class assignments as necessary
- Must maintain confidentiality of student/family issues
- Fill the role of teaching assistant
- Provide special attention to each child as needed (i.e., eating, toileting, rest, play, work, health, safety, etc.)
- Prepare children to go home
- Provide loving support with smiles and hugs
- Be well-groomed; wear appropriate attire

- May enrich background by attending classes, workshops, and other training opportunities
- Adhere to the designated working times. Exceptions should be pre-arranged with Director
- Perform other duties as directed by the lead teacher/Director

Working Time Directives:

Hours are 8:45 a.m. to 1:15 p.m.