



**Pflugerville Community Church Preschool
2023-2024
Employee Handbook**

WELCOME

Pflugerville Community Church Preschool is a program of the Pflugerville Community Church that seeks as its purpose to develop within children an enthusiastic attitude toward learning. It is our desire to help each child become aware of God's love and in so doing help each child realize that he is a unique and special participant in God's world.

Each employee of our preschool is selected because of special qualities, talents, and skills needed to create a well- balanced administrative, teaching, and support staff. Each member is part of the total staff, and all are dependent upon one another. Although specific responsibilities vary, all are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony with respect, tolerance, patience, honesty, trust, and friendship.

Opportunities are provided to children between the ages of 2 and 5 years that assist in varied areas of growth. A positive and accepting self-concept is encouraged while we seek to foster self-expression, curiosity, creativity, responsibility and imagination. We hope that each child leaves our program wanting to learn, enjoy playing and most important of all, feel loved and secure.

Employees of Pflugerville Community Church Preschool are the largest contributing factor in what makes this school the loving and caring environment that is. We ask that each teacher take a larger responsibility that just accepting a part time job. Developing good relationships with staff members, parents, and their children is crucial to the support of this program.

Pflugerville Community Church Preschool does not discriminate on the basis of race, color, nationality or ability.

PRIMARY GOALS OF THE CENTER

To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.

To assist each child to grow to his fullest potential by recognizing each stage of development and fashioning an environment (i.e. curriculum, facilities, staff) designed to nurture and facilitate growth during each stage.

To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.

To assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

PERSONNEL POLICIES

When a group of people work together, it is necessary to have common rules of conduct so that the actions of one individual will not be detrimental to others on staff. The purpose for these rules is not to impose unfair restrictions or limit the rights to anyone, but to define and protect the right of all who work here, and to ensure that all staff work under the same conditions. Each employee will read and fully understand the Code of Conduct for the preschool which is as follows:

STAFF POSITIONS

Pflugerville Community Church Preschool has two-day, three day and five-day week programs. Teacher and co- teacher positions are available for both programs.

All employees are paid an hourly rate of pay and are paid twice monthly on the 15th and the 30th. Each employee will receive a “payroll worksheet” at the first staff meeting which will specify each pay period earnings.

Paid sick days are given per school year. Each employee will receive the following: 5 day staff= 5 sick days, 3 day staff= 3 sick days and 2 day staff= 2 sick days. In the event that a teacher should need to leave work during the work day, the teacher will be paid her hourly wage for the time in attendance. Once sick days are used, any days missed are subtracted out of that pay periods pay check. If you have days left at the end of the school year you will be paid a daily rate of \$50 per day not used.

Personal days may be taken if cleared through the Director. Please remember, dependable teachers are absolutely necessary to maintain a stable environment for the children. Please schedule doctor appointments/meetings after or before school hours if possible. In addition, please refer to the PCCP Staff Calendar for the indicated mandatory dates as failure to work on these days without a doctor’s excuse will be considered unexcused and will impact bonuses.

CPR and First Aid are required for this job. Employee pays the first time taken and the preschool will pay the renewal which is two years from previously taken.

Background check are required, and the preschool will pay for. Fingerprints are required for this job and it is the responsibility of the employee to cover these costs. These will follow with you at any job.

No position is guaranteed from year to year you are placed where is best for the preschool.

SALARY

Each summer an evaluation of salaries will be made by the Preschool. Any increases for the next school year will be determined at that time. Wages will vary with education, experience and job responsibility.

POLICIES REGULATING EMPLOYMENT

When a staff vacancy becomes available, the position will be opened first to co-teachers and substitutes of the program. If unable to fill the vacancy in this manner, references will be made to the applications on file. Advertising will be done through the church newsletter, word of mouth and social media.

All employees will be hired with a two month probationary period. At the end of that time the Director will evaluate and decide whether or not the situation is mutually satisfying.

Pflugerville Community Church Preschool does not discriminate in regard to race, creed, age, political affiliation, marital status, sex or number of dependents.

TERMINATION PROCEDURE

Staff will be “written up” for any disciplinary action that breaks any policy listed in this handbook. If, after meeting with the Director, a resolution to the problem cannot be determined, staff may be immediately terminated. The Director has the authority to suspend a staff member at any time, with just cause. The Board may dismiss a staff member at any time, with just cause. A written notice to the Director is requested prior to resignation. This should be given two weeks before the resignation will take effect.

DISMISSALS

The following areas would be considered cause for dismissal:

1. Serious behavior problems. This has broad interpretations, theft, unprofessional acts in the community, drunkenness, criminal offense, assault of a student, would be examples of serious behavior problems.
2. Inability to develop sound relationships with students, parents, staff or preschool board.
3. Lack of growth and progress on the job.
4. Rejection of the school philosophy and purpose.
5. Absenteeism or lack of punctuality.

Any factor shall be weighed in relation to the extent that it applies to the job in question.

REVIEW OF GRIEVANCES

Consideration and adjustment of any staff grievance shall be handled in the following manner. The staff member will consult with the Director. Should there be failure to reach a settlement following that conference; the staff member may submit written statements of that grievance to the Preschool Board and Director for review. The Board will then consider the grievance and decide an appropriate action.

HOURS AND CONDITIONS OF EMPLOYMENT

Teacher work hours are: 8:15 a.m. – 2:15 p.m. (6.0 hours per day)

Co-Teacher work hours are: 8:45 a.m.– 1:45 p.m. (5 hours per day)

Pflugerville Community Church Preschool operates from September through May and follows the Pflugerville ISD Calendar.

All staff must clock in when arriving and leaving each day.

Staff is expected to arrive promptly at their starting time. If arriving late, please notify the Director. Consistent tardiness will result in docking of pay. In the event you need to be out, it is your responsibility to find a sub. Please keep lead teacher and Director informed.

Children who are picked up late should remain in the classroom until the parent arrives. At 2:15, children should be brought to the Preschool Office.

DRESS CODE

Personal appearance should be neat, clean, modest and acceptable for the job.

Staff should come dressed in a manner that makes the children/parents feel that you care about your appearance. Shorts are permissible if in good taste.

Staff are encouraged to wear a school shirt for our monthly Spirit Days.

TELEPHONE

If an emergency call is received, you will be notified immediately. Remember, use of the telephone for personal reasons should be limited and kept to a minimum length of time. No phone calls will be taken while in the classroom. Staff may have cell phones in the class room; however, calls should be received outside of the room.

EXTRA JOB REQUIREMENTS

Attendance is required on all teacher work days/cleaning days. These are paid days. If a teacher is absent during a work day or cleaning day she will not be paid.

Attendance is required at Orientation. Attendance is required at all Staff Meetings.

Attendance is required at all programs: Christmas Program and Pre-K Graduation.

Lesson plans are required for each day and should be turned in monthly. Plan books will be provided if desired. Please include science, music or physical education once a week.

Twenty-four (24) clock hours of continuing education is required per year for each staff. Hours are to be completed by July 31st of the school year. These hours can be obtained by attending conferences and workshops.

Monthly trainings are required. Dates will be given at orientation. You will be paid to attend. The first thirty minutes will be a staff meeting and the following is training. You will receive 2 hours of training.

STAFF CHILDREN

Should a staff member have a child enrolled in the program, tuition will be half price for one child. Registration fee, snack and supply fee and early care is not reduced and must be paid at time of registration.

PAYROLL DEDUCTIONS

Salary deductions will be made each pay period for FICA, Medicare, and Federal Withholding, as required by law.

WORKMAN'S COMPENSATION

All employees are covered by the provisions of Texas Workman's Compensation Law. It is the responsibility of each employee to report any incident of employment related accident/injury to the Director immediately.

MEDICAL INSURANCE

All employees are covered by Workman's Compensation, which covers medical expenses for injury on the job.

LEAVE OF ABSENCE

Leave of absence without pay will be allowed in the case of death or serious illness of an immediate family member. This is allowed on a limited basis to be worked out with the Director.

MATERNITY LEAVE

An employee may work during pregnancy as long as job requirements are fulfilled, and permission is given by her physician. A short leave of absence without pay is allowed if she would like return to work. A reasonable length of time will be determined between the employee and the Director.

BUILDING USE

Classrooms: Each preschool classroom shares space with other church programs throughout the week. Cooperation with other teachers is required. Please leave the classroom in better shape than you found it. Classrooms will be shared with Sunday school. There is a correspondence board in each classroom.

Playground: Each age level has a scheduled time on the playground. Please follow these schedules at all times. There must be at least 2 staff with the children at all times both in route to the playground and on the playground.

Lunch: Lunch may be eaten in your classroom or outdoors, weather permitting. Lunch time should be in your schedule sometime between the hours of 11:30 – 12:30. All lunch trash should be taken out as soon as all the children are finished eating.

Maintenance: Each teacher or co-teacher is responsible for vacuuming/sweeping the classroom following lunch in preparation for rest time. On some occasions, rooms may have to be vacuumed after center time and again after lunch.

At the end of the day, the classroom should be cleaned and straightened. Tables should be wiped down, floors cleaned, trash taken out.

COMMUNICATION

Friday email reminder sheets will be handed out to add to parent weekly emails.

Pflugerville Community Church Preschool newsletter: The Preschool published a monthly newsletter. This provides general news, information, up-coming events, etc. Please remember to acknowledge gifts given to your classroom.

Emails to Parents: Teachers will send weekly emails of events in your classroom. Correspondence is encouraged. Please clear correspondence through the Director.

Calendar: Monthly calendars will be sent home to parents and posted in the classroom.

Message Center: Each classroom must provide an area where parents can be updated on activities, parties, classroom needs, etc.

RECORD KEEPING

- Student Sign In/Out: We are required to have parents sign their children in and out each day. Class clipboards will be located for easy access for parents. This MUST be done EACH day!
- Lesson Plans: Lesson plans are required for each day and turned in according to the lesson plan schedule. Please include music, science or physical education weekly.
- Student Records: Each student has their own file located in the filing cabinet in the preschool office as well as on the school computer. Telephone numbers, emergency information, allergies, etc...are on file and copies of this information are in each classroom notebook. Accident reports will be filed in students file.
- Assessment of Students: An assessment of how a child is performing will be done each April. The forms are provided for the teacher and sent home to the parent. Pre-k will do assessments in September and April.
- Teachers will receive a set amount of money per child per class to be spent on supplies that are not in the supply cabinet throughout the year. The receipt will need to be turned in to be reimbursed.

PLANNING SESSIONS

- All staff is required to attend the first staff meeting in August.
- Room Prep: All staff is required to take the necessary time to prepare their classrooms for the beginning of the school. Each teacher is given \$25 to prepare their room. This will be reimbursed during work days and you must provide a receipt.
- Meet and Greet: Staff attendance is mandatory for meet and greet. Meet and greet is planned the Thursday before school starts. Parents and children meet in the classrooms for a brief orientation.
- Staff/Training Meetings: Monthly staff meetings are scheduled, and attendance is required. You will know in advance of the meeting dates. Teachers are paid for their attendance. Once you have met your 24 hours of training you are not required to attend the staff training meetings.

- Team Planning: Teachers are paid for their planning time. Please plan a time that is not taken away from the children.

DISCIPLINE

Discipline is based on an understanding of individual needs and development. It is handled in a positive manner, promoting self-discipline and acceptable behavior. A staff member may never hit, shake, humiliate or use abusive language with any child. Punishment is not associated with food, naps, or toileting.

Classroom Behavior: Teachers are expected to have their classrooms under control at all times. Uncontrolled classrooms indicate that planned activities are not adequate for the group, and evaluation and correction must be made.

PROFESSIONALISM

All children, parents and visitors should be treated with kindness, friendliness, patience and respect. Staff will refrain from gossip, loud talking and other unprofessional conduct which detracts from the reputation of a co-worker, a child, his family or the program.

SAFETY

Every caution must be taken to guard against accidents to children and other staff members. It is the employee's responsibility to correct unsafe conditions. Accident reports should be completed immediately after an accident, signed by both the teacher and Director, signed by the parent and then placed in the child's file.

Each child must be supervised at all times. Staff must continually do "head counts" throughout the day. A classroom must never be left unattended. Only leave your room if another adult is present.

REIMBURSEMENT FOR CLASSROOM ITEMS

The Director must first approve all purchases made by a staff member using personal funds. Any unapproved purchases may not be eligible for reimbursement. Original sales receipts should be submitted to the Director and/or Assistant Director within one week of purchase to receive reimbursement. Purchases reimbursed by the Preschool will be considered property of the preschool.

Pflugerville Community Church Preschool

Lead Teacher Job Description

Position Summary:

Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in a group.

Qualifications:

1. Must be a person with a Christian background.
2. Must be at least 18 years old and have a Bachelor's Degree, Child Development Associates or equivalent.
3. Ability to relate positively to young children, parents and staff.
4. Demonstrate success in working as a member of a team.
5. Demonstrated supervision skills.

Hours: 8:15 a.m. – 2:15 p.m. (6.0 hours per day) (September – May)

8:00 a.m. – 2:30 p.m. (6.5 hours per day) (September – May)

General Responsibilities:

1. Is accountable to the Director.
2. Maintain hours; Notify Director in event of your absence.
3. Keep a neat and clean appearance about you at all times.
4. Work in a cooperative way with all staff members and other persons sharing your room.
5. Attend all staff/training meetings. These are paid.
6. Obtain 24 clock hours of Professional Development giving records to the Director to keep on file.
7. Have up-to-date First Aid and CPR certification as well as fingerprinting.
8. Attend Orientation, Christmas Program, Pre-K Graduation and other programs sponsored by the Preschool; these are paid events.
9. Report any problems of child, parent, or class management to the Director.
10. Read Minimum Standards operating procedure book and Parent Handbook the first week of employment.
Be responsible for knowing information.
11. Follow personnel policies of Pflugerville Community Church Preschool.
12. Turn in monthly lesson plans.
13. Keep record of what is spent on each child in your classroom
14. Weekly email to parents.
15. Parent correspondence only comes from the lead teacher or the Director.
16. Let your parents know when you will be out and who will be filling in.

Classroom Responsibilities:

1. Provide for the care and education of your classroom children.
2. Maintain control of the classroom at all times and also of any transition periods (walking together to chapel, playground, etc.)
3. Interact with the children in your classroom and encourage involvement.
4. Provide a daily lesson plan for activities.
 - a. **Circle Time** This varies per age group, but should include at a minimum: gathering together for a story, singing songs, reviewing the calendar and our monthly color/shape, observing the weather, plus activities based on our weekly theme.
 - b. **Stations** Age appropriate toys, manipulatives, and table activities.
 - c. **Crafts** Age appropriate themed crafts.
 - d. **Outdoor Play** In addition to playground time, as applicable, some age appropriate outdoor activities can include nature walks, popping bubbles, sidewalk chalk, and games.
5. Greet and welcome each child and parent.
6. Take attendance daily on attendance sheet and turn in at the end of each month.
7. Supervise all activities to insure safety both in the classroom and on the playground.
8. Provide and maintain a neat, organized classroom, taking responsibility for upkeep of all educational equipment and materials.

9. Room must be set up at the end of each day for the next program coming to use the room.
10. Stay with children during rest time. Do not leave class unattended! All children are expected to lie down and rest, if not sleep.
11. Use Positive Discipline techniques for all children at all times. This includes the staff children as well.
12. Work with parents and schedule conferences if necessary and discuss all concern with the Director.
13. To establish and maintain good communications with parents with notes, calendars, message area.
14. Schedule and plan parties with team.
15. Perform housekeeping duties; vacuuming, cleaning tables, empty, etc. as needed.
16. To do assessments on children in April.
17. Other responsibilities deemed necessary.
18. Meet monthly with staff to develop lesson plans and activities.
19. Provide pictures of students (with permission to do so) as requested for preschool social media and website.
20. End of year book or picture album.

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Co-Teacher Job Description

Position Summary:

Schedule needs to be workable with both classes that she assists. She will provide equal time in her schedule for both classes. Schedules will be made at the beginning of each school year but needs to remain flexible in case of changes throughout the year. Schedules must also be flexible to accommodate a child who is in need. The child's needs will be tended to first then schedule will resume after the needs of the child are met.

Qualifications:

1. Must be a person with a Christian background.
2. Must be at least 18 years old and have a high school diploma.
3. Must have knowledge of Early Childhood Development in one or more of the following ways:
 - Experience in caring for and teaching preschool children.
 - Being a parent and raising children.
 - Education background in early childhood.

Hours:

8:45 a.m. – 1:45 p.m.

9:00 a.m. – 2:00 p.m. (5 hours) (September – May)

General Responsibilities:

1. Accountable to the Lead Teacher/Director
2. Maintain prompt hours.
3. Keep a neat and clean appearance at all times.
4. Work in a cooperative manner with all staff members.
5. Attend all Staff /Training Meetings. These are paid.
6. Obtain 24 clock hours of continuing education.
7. Have up-to-date First Aid and CPR and fingerprinting.
8. Attend all school sponsored events. This includes Orientation, Christmas Program, and Pre-K Graduation. These are paid events.
9. Report any problems regarding a child or parent to the Lead Teacher and the Director.
10. Report and document any accidents regarding children in your care to the Lead Teacher and the Director. Fill out an accident form and give to the Lead Teacher.
11. Follow personnel policies of Pflugerville Community Church Preschool.
12. All correspondence regarding the children need to come from the lead teacher/Director.

Classroom Responsibilities:

1. Assist teacher in preparing materials for appropriate early childhood education experiences for the children in art, music, literature.
2. Assist in supervising the classroom when the need arises. This would happen if the Teacher is dealing with behavior, hygiene or health needs. Also, if there is an emergency situation where the Lead Teacher is caring for a child.
3. Assist with class/classes during outdoor time according to the individual class schedule.
4. Help children establish good habits of toileting and personal hygiene.
5. Assist in positive discipline of all children in the school.
6. Be knowledgeable of where items belong in the classroom as well as the supply cabinet. Know where toys, supplies, cleaning aids, etc. are located in the room. Help clean up and put away items after an activity. This will involve wiping tables, washing out paint, vacuuming, etc.
7. Prior to the 9:00 bell, the Co-Teacher is responsible for helping to set an alternative location for outdoor activity if the weather is bad.
8. Prior to the 9:00 bell the Co-Teacher will make sure cleaning supplies are ready, trash empty and line in place, soap in rest rooms, paper towels full, cups supplied for water, etc.
9. Perform housekeeping duties; vacuuming, cleaning tables, empty trash, etc. as needed.
10. Help to keep supply cabinet and library neat and organized.
11. Other responsibilities deemed necessary.

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Team Lead Job Description

General Responsibilities:

1. Plan and organize monthly team meetings.
2. Work in a cooperative way with all team members.
3. Correspondence for all party/event planning such as times of event, decorating and planning for events as well as weather alerts.
4. Responsible for turning in monthly lesson plans for the team if all are the same. If not remind your team to turn into the lesson plan book.
5. 2s: \$200.00 per year
3s: \$250.00 per year
Pre-K: \$300 per year
6. Correspond to team of any changes to the team planning, school calendar etc.
7. Keep up with team meeting continuing education and turn in to the Director in May.
8. Yearly meeting with Director.
9. Added responsibilities as needed.