



NIKKI'S CHRISTIAN ACADEMY

FAITH.....EXCELLENCE.....FAMILY

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Dear _____

Date: _____

Congratulations, you have been selected to become an employee at Nikki's Christian Academy. I welcome you to our team. I trust you have already noticed that you are becoming a part of more than an organization that takes care of children; we are a ministry that cares about children. Jesus Christ is the center of all that we do, and the children are our focus. Please note that you have been hired to work the following weekly schedule:

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Indicate Scheduled hours and/or split shift hours.					

Your rate will be \$_____ per hour/per annual salary. You will be paid bi-monthly – twice each month beginning _____ (your first pay date). A payroll schedule is posted for your convenience.

In the next 2 – weeks you will receive an extensive amount of training concerning childcare in general and specifics of Nikki's Christian Academy. You will have an opportunity to become acquainted with each classroom and fellow team members. We will ask you to complete many forms. In other words, the next few weeks will be very busy. If I could offer one word to help you through the next few weeks, it would be "flexible." Remain flexible and teachable, no one expects you to learn it all in a day.

I would like to briefly address the following subjects that are elaborated on in your handbook:

- Probation Period** – All employees are hired for an initial 90-day probationary period. During this 90-day period you will be evaluated in every area, to include but not limited to, timeliness, ability to interact with staff, children and parents, communication skills, and ability to follow instructions. You will be counseled every 45 days concerning your progress and performance. At the end of your probationary period, you will be counseled in whether you are offered a permanent position of the team at Nikki's Christian Academy and given the opportunity to accept our offer of employment if extended. Any time during the 90-day probationary period you are subject to release from employment if negative observations are not corrected and continue to occur. During this period the customary 2-week notice will not be given. However, if you decide to terminate your employment with Nikki's Christian Academy during your 90-day probation period, you must give a 2-week notice, otherwise you forfeit your final paycheck, unless otherwise approved by the Director. Please ensure you thoroughly read and understand the Staff Standard Operating Procedure since this is the standard by which you will be evaluated. Your date begins effectively the 1st day you were hired _____ (hire date).
- Paid Time-Off (PTO)** – As a full-time employee (35-40 hours per week) you will accrue paid time-off accordingly:

Years of Employment	Earned hours per paycheck	Accrued PTO
1	1.66	40
3	3.33	80
5 or more	5	120
• <i>Hours earned for PTO includes personal, vacation, bereavement, and sick.</i>		

PTO does not include center closures due to holidays, etc. Please note that once you have used all 40 hours of your accrued PTO you will not be paid for time-off. Employees hired for part-time purposes do not earn PTO even during the seasons they accrue more than 35-40 hours per week.

- **Time-off Requests** – A requests for time-off must be given at least two weeks prior to the day of request. Final approval is not guaranteed unless approved by the Executive Director. If a two-week notice is not given, the request stands an increased risk of disapproval.
- **Smoke Free Environment** – Smoking is always prohibited in and on center premises and property; this includes your private vehicle if parked on center property or being used in transport of children from the center. Smoking is also prohibited on field trips or other activities where children are present. Our non-smoking policy extends to include volunteers and field trip chaperones.
- **Staff Handbook Policies and Procedures and Family/Student Daycare Center Policy Handbook** – You have 5 business days to read both of these handbooks returning the signed acknowledgement forms to the office. You will receive staff training on both within the next 2 weeks.
- **Dress Code** – Staff members are required to dress and groom themselves in accordance with accepted social, business and Christian standards always. Your staff handbook provides specific details concerning dress. Please ensure you read, understand and fully adhere to the dress code.
- **Tuberculosis Screening** – You have 21 days from your initial date of employment to provide the office with written verification or your negative tuberculosis screening.
- **Background Check** – You are required to complete a Child Protective Services Central Registry Release of Information Form and Criminal History Record Check. Both of these should have already been received by the office. You are required to complete a Fingerprint Background Check and a Child Protective Services Central Registry Check, and you will also be required to fill in a Sworn Statement of Disclosure Statement on your first day of employment. Effective, January 1, 2026, the cost of these Background Checks will be reimbursed to you on your 1st year anniversary at Nikki's Christian Academy.

On a final note, as questions arise, I encourage you to seek answers from the appropriate team members. I believe this practice will prevent confusion and frustration for everyone concerned. Again, welcome to the team. You have joined a fine team of professionals dedicated to this ministry and the families we serve. I look forward to getting to know you as you learn and grow at Nikki's Christian Academy, where we believe in Faith ...Excellence...Family.

Sincerely,

Nicole L. Brown

Nicole L. Brown
CEO/Owner

Attachment:

Staff Handbook Policies and Procedures (Online)
Procedures and Family/Student Policy Handbook (Online)

By my signature and date below I, acknowledge receipt of this letter and agree to all terms and conditions.

Print Name

Signature

