



Nikki's Christian Daycare & Learning Center, Inc.

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Employee Welcome Letter

Dear _____,
Employee Name

Date: _____

Congratulations, you have been selected to become an employee at Nikki's Christian Daycare Center, Inc. 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. You will be paid every 15th & 30th or 31st of each month beginning _____ (your first pay date).

In the next 2-weeks you will receive an extensive amount of training concerning childcare in general and specifics of this center. You will have an opportunity to become acquainted with each classroom and fellow team member. 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 on the team at Nikki's Christian Daycare Center 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 Daycare Center 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 Procedures since this is the standard by which you will be evaluated. Your date begins effective the 1st day you were hired. _____
- **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	1.5	40
2	3	80
5 or more	4.6	120
*Hours earned for PTO include personal, vacation, bereavement, and sick.		

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** – All 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 prohibited at all times in and on center premises and property; this includes your private vehicle if parked on center property or being used in the transport of children from the center. Smoking is also prohibited on fieldtrips or other activities where children are present. Our no smoking policy extends to include volunteers and fieldtrip 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 acknowledgment 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 at all times. Page 11 of your staff handbook provides specifics 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 of your negative tuberculosis screening.
- **Background Check** – You are required to complete a Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form and a Criminal History Record Check. Both of these should have already been turned in to the office, if not, you are required to complete and return the form to the office within 2 business days. The cost to process these forms (\$21.00) will be deducted from your initial pay. This cost will be reimbursed to you on your 1st year anniversary at NCDL. If your employment is terminated before 1-year, regardless of the reason, you will not be compensated for the cost of these background checks.

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 Daycare Center, where we are empowering young minds...strengthening families.

Sincerely,

Nicole L. Brown
CEO

_____ (date)

Attachment
Staff Handbook Policies and Procedures
Procedures and Family/Student Daycare Center Policy Handbook
Form W4

By my signature and date below I, _____ (Print name) _____ (Signature)

acknowledge receipt of this letter and agree to all terms and conditions.