



As of 9-1-17

Nikki's Christian Daycare & Learning Center, Inc.

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14900 Cloverdale Road • Woodbridge, Virginia 22193-1614

Telephone: 703-897-6232/6233 • Fax: 703-897-6234

Paycheck Policy

1. All paychecks will be picked up at the end of the employee's shift.
2. If you are released from your position or resign from your position here at Nikki's Christian Day Care and Learning Center your remaining check/s will be mailed to you. Please make sure that your forwarding address is on file.
3. If you were provided with work uniforms, employee ID, Keys or any other NCDCLC property, they must be returned before your last pay check is mailed or the cost will be deducted from your last pay check.
4. If you have a child enrolled in the school it is payroll deducted, no exceptions.
5. If you are employed with NCDCLC less than one year, all background checks expenses will be deducted from your last check.
6. If you do not give a two weeks notice to terminate your employment with NCDCLC, any costs or expenses for additional staffing hours, immediate new staff member hire and training expenses will be deducted from your final pay check.
7. NCDCLC does not provide payroll advancements.

Employee Signature Date

Director Signature Date