

**CHEVY CHASE PRESBYTERIAN CHURCH  
WEEKDAY NURSERY SCHOOL  
ADDENDUM TO EMPLOYEE HANDBOOK**

**INTRODUCTION**

The Chevy Chase Presbyterian Church (“CCPC”) Weekday Nursery School (“WNS”) is a licensed early childhood education facility and integral part of the Christian Education program at the Chevy Chase Presbyterian Church (“CCPC” or “Church”). As such, our program is developed in keeping with the highest standards of early childhood education and in the light of the philosophy and principles of Christian Education as defined by the Presbyterian Church, U.S.A. Our school is operated under the authority of the Session of the church, through the Christian Education Committee, and the Nursery School Parent Advisory Committee. All program budgets, policies, and procedures are to be approved by the Session of CCPC through recommendations from the Christian Education Committee. The WNS Advisory Committee is comprised of at least six persons including a teacher and current CCPC member who may or may not be a WNS parent. The Director and the Associate Pastor of Christian Nurture serve as ex-officio members of the Advisory Committee.

This Addendum applies to all employees that work at the WNS. All employees are considered Church employees. Accordingly, they must follow policies and procedures as contained in the Personnel Policies of the Chevy Chase Presbyterian Church (the “Handbook”). If there is a conflict between the Handbook and this Addendum, the Addendum prevails.

**STATEMENT OF PHILOSOPHY**

WNS is an early childhood education facility for young children from one to five years of age. We believe that young children learn best by hands-on experiences. They explore the world around them by using real materials such as blocks, housekeeping equipment and art materials to learn about sizes, shapes and colors, and to begin to notice relationships. This play is an essential foundation for academic learning. We provide the opportunities for this learning based on what is developmentally appropriate for each age group.

While safety for the children is our highest priority, freedom within limits is also basic to our philosophy. It is only as children know that they can trust adults to set limits that they feel secure and comfortable. Nursery school is not a substitute for the home, but we believe it is an excellent supplement to every home.

**Hiring and Introductory Period**

Before beginning employment at WNS, all employees will be subject to, and must pass, a criminal background check with the DC Department of Child and Human Services as required by the DC Office of the State Superintendent for Education (OSSE), the District government agency that licenses WNS.

WNS considers the first three months of employment an introductory period. During this period, WNS and the employee will evaluate whether a mutually successful employment relationship will be possible. As discussed in the Handbook, employment is always on an at-will basis, even after this introductory period.

### **Staff Work Week**

Morning Class session working hours are Monday through Friday from 8:45 a.m. - 12:15 p.m., and the Extended Day afternoon sessions are 12:00 - 2:30 p.m.

### **Paydays**

Salaried employees will receive their earned wages on a semi-monthly basis, on the 15<sup>th</sup> day and the last day of each month. Hourly employees will be paid their earned wages in arrears on a bi-weekly basis, on the second Friday following the end of the applicable pay period.

### **Personal Appearance**

All employees are expected to dress and groom in an appropriate manner to:

1. Facilitate play with young children
2. Serve as role models for young children
3. Reflect a positive image of our profession

### **Outdoor Play**

Outdoor play is developmentally crucial for all children. It is our responsibility to help the children use that time to the fullest each day. All staff are expected to be able to be actively involved with the children while outdoors. Most accidents happen outdoors and special attention must be given at all times to ensure each child's safety.

### **Phone Calls**

Telephone calls during work should be for emergency purposes only. School telephones should be used for business purposes. In order that the telephone may be free to conduct program business, the use of the phone for personal reasons should be limited to emergency situations. Teachers carry personal cell phones at work for documenting the school day and emergency contact with the school office only.

### **Staff Illness**

A staff person who is unable to work due to their own illness or that of a family member must inform the WNS Director as soon as possible and, where possible, assist WNS by identifying an appropriate substitute from the approved list of substitute teachers. Employees may use accrued sick leave pursuant to the sick leave policy contained in the Handbook.

### **On-Time Attendance**

Staff must be in their classrooms ready to perform their assigned job at their scheduled starting time. Starting time is not the children's arrival time; it is at a time prior to arrival as determined by WNS and an employee's supervisor, as the staff must be ready to start teaching upon the children's arrival. If you cannot, despite your best efforts, be on time, you must contact the WNS office before your scheduled starting time with your anticipated time of arrival. Unexcused failure to report to work on time may subject employees to discipline, up to and including termination.

### **Inclement Weather Days**

WNS follows the District of Columbia Public Schools for closing due to weather conditions, but may remain closed at its own discretion to ensure safe conditions for the children to arrive and leave from school.

### **First Aid**

All WNS employees are required to maintain a current First Aid/CPR/AED certificate.

### **EMPLOYMENT RECORDS**

WNS maintains employment records for each employee. This file is confidential, to the extent the law permits, and accessible to the employee, the employee's legal representative, the WNS Director, and OSSE. It is the employee's responsibility to keep WNS updated of changes to her or his contact information and other relevant data so that the employment record remains accurate. Included in the file is:

- 1) Employment application
- 2) Job description and documentation of qualifications for the position hired
- 3) Completed staff emergency information
- 4) Current First Aid/CPR/AED certificates (to be renewed every two years.)
- 5) Documentation of completed required Continuing Education course work
- 6) Documentation of completed performance evaluations
- 7) Documentation of any disciplinary action
- 8) Current "employment suitability letter" from the DC government
- 9) Current DC government health certificate

## **Essential Physical Requirements for all WNS Staff Members**

Caring for children can be physically demanding. As a result, staff members need to be able to meet the following essential physical requirements inherent in all WNS staff positions:

Stand on their feet for most of the day, especially, but not limited to, the time spent outside monitoring children on the playground;

Ability to physically keep up with and ensure the safety of children, which may include chasing, running, walking quickly, kneeling, standing, sitting, reaching, and lifting children up to 40 pounds;

Ability to lift and carry classroom equipment up to 40 pounds;

Physically participate in planned class field trips that often include walking over uneven outdoor terrain with a modicum of hiking and/or climbing;

Ability to react quickly in order to prevent (or quickly assist in) emergency situations involving a child or other staff member; and

Walk up and down several flights of stairs multiple times daily.

Because staff members often come into contact with children who are ill and/or contagious, each staff member must take precautions to ensure the health and safety of all children, parents, staff, and themselves. These precautions include frequent hand washing (using appropriate techniques), vaccinations against communicable diseases, staying home when ill with communicable diseases, and keeping the physical classroom clean.

## **Accommodating Known Disabilities**

WNS will make every effort under CCPC's policy regarding Employees Requiring Reasonable Accommodation to accommodate WNS staff who disclose disabilities and request accommodation. Due to the unique essential physical demands of WNS positions, accommodation may not always be possible. In any case in which an employee makes WNS aware of a disability and requests an accommodation, WNS will engage the employee in an interactive process to determine whether an accommodation is possible.

## **Professionalism**

WNS builds its reputation by providing a professional attitude in conversations with other employees, parents, and agencies. Program employees are expected to speak professionally about their own program or staff.

It is important to establish a sense of trust between the program and the parents. This can be done by being highly visible to parents, showing them that you are available and have a genuine concern for their child, and by being cheerful and attentive when dealing with them.

Appropriate manners and respect for the children, staff and parents must be maintained at all times, by the children and by the staff. Staff can be positive role models in manners, language and tone of voice. This provides the best example of appropriate behavior for the children.

The program tries to foster a strong feeling of professional support and encouragement among the staff. By taking into consideration other people's needs and by looking out for our fellow staff we can maintain the highest quality of service to our families, and the highest quality of staff.

## **BENEFITS**

### **Personal and Sick Leave**

Morning Class Lead Teachers are paid for the holidays listed below and for program vacation days. Lead Teachers are granted sick and personal leave based on the number of classes they lead weekly as detailed in their annual Compensation Summary. , Leave can be carried over from year to year with a maximum accrual of 90 days. Sick leave must be used in the same manner and under the same circumstances as described in the Handbook's Sick Leave policy. WNS does not pay out sick leave upon termination of employment, regardless of the reason.

Assistant Teachers are paid for program vacation days and after 3 years of employment are paid for all holidays that fall on days that they are regularly scheduled to work. Assistant teachers are not eligible to accrue paid personal or sick leave.

### **Holidays**

New Year's Day

Martin Luther King's Birthday

President's Day

School defined Spring Break

Memorial Day

Labor Day

Columbus Day

Veterans Day

The day before Thanksgiving, Thanksgiving Day and the following day

School defined Winter Break

## **STAFFING RATIOS**

Staff/child ratios are maintained in accordance with current OSSE licensing requirements at all times

When children take field trips, they should be transported in groups rather than alone.

Supervisors will visit the classrooms on a regular basis. Parents are also encouraged to visit.

## **REPORTING OF MISCONDUCT**

If a WNS employee suspects misconduct (including sexual misconduct) or abuse of children, the circumstances must be reported to the WNS Director who will, along with the Associate Pastor for Christian Nurturer and Pastor/Head of Staff, see that WNS first meets its legal obligations and then, subject to legal obligations, thoroughly and expeditiously investigate the allegations to preserve the safety of the children. See the accompanying Child Protection Policy for additional details. The WNS Director determines the appropriate level of discipline for any offending employee. Violations of this reporting policy, as well as violations of the Child Protection policy, will subject an employee to discipline, up to and including termination.

**Acknowledgment of Receipt of Addendum**

I certify that I have received a copy of the Chevy Chase Presbyterian Church Weekday Nursery School Addendum to the Handbook (“Addendum”), and I agree to read and abide by its policies and procedures.

I understand that the policies, benefits and operating procedures set forth in the Addendum are not a contract, and I understand that they are not intended to create, or to be construed to create, any contract, agreement or legally binding obligation between CCPC and me.

I further acknowledge that CCPC may change, suspend, or discontinue any or all such Addendum policies, benefits or procedures at any time in its sole discretion. I agree that CCPC will make all final decisions as to the meaning and application of all CCPC policies, benefits or procedures.

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**PRINT YOUR NAME HERE**

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**SIGNATURE** **DATE**

To be returned to CCPC within five (5) business days after receipt of this Handbook.