

Grace Brethren Preschool



TEACHERS' MANUAL

Addendum A

2018-2019



A. Introduction

Welcome to Grace Brethren Preschool. We are a non-profit organization owned and operated by the Grace Brethren Church of Simi Valley. The church has assigned a School Council to work with the pastor in overseeing the operation of the school. While the Director is responsible for the daily operations of the school, a Council designee meets monthly with the Director to review the ongoing developments and activities taking place in the school.

Our school has been established as a ministry to the community to meet the preschool and daycare needs of its residents. We are pleased that you feel called by God to be a part of our ministry team in fulfilling that mission. Working as a team, we are able to offer quality education and training in accordance with Scriptural principles as mandated in the book of Proverbs:

“Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6)

Working effectively with others depends on knowing what is expected of you, and what you can expect in return. This Preschool policy and the Grace Brethren Schools Faculty’ Handbook will serve as a brief introduction to the school and the personnel policies and procedures it has adopted to assure you of a fair, consistent, safe, healthy, and productive workplace.

B. Preschool Philosophy

1. Philosophy of Ministry (see Section III, A, of Policy Manual)

Purpose

Grace Brethren Preschool was established as a ministry of Grace Brethren Church as a service to the families and children in this community. This service has grown from sincere love for children and a desire to help them in the proper adjustment to our modern world. It is equipped and staffed to give the best possible care for children.

Our purpose is to provide children ages 2-5 with an environment that is safe and conducive to good health, where they can assemble, work, and play together while being guided toward a happy, wholesome, and spiritual development. All are welcome, regardless of race, color, or religion.

The children are surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God’s world. Each child is encouraged to progress at his/her own rate of speed toward enriched experiences, self-discipline, and the ability to make good choices.

2. Educational Philosophy

Grace Brethren Preschool operates on the philosophy that the early years of a child’s development are important. During these formative years, the need to establish a solid foundation in the life of the child is critical.

While human development progresses in a predictable pattern, children do learn at different rates. The preschool curriculum is designed to meet the needs of the whole child, providing meaningful experiences using play as a means for learning.

Our aim is to develop the total personality of each child by providing hands-on educational experiences of lasting value:

Intellectually—by encouraging an enthusiasm for learning, exploring, and firsthand experiences of lasting value.



Physically—by encouraging experiences which will develop large and small muscle coordination and motor skills.

Socially—by encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging.

Spiritually—by having a daily time of devotion as well as integrating Biblical concepts throughout all learning experiences, giving each child an awareness of God’s love for him/her.

3. Curriculum Philosophy

The curriculum has been designed to specifically meet the needs of the students enrolled in the program. For each class there exists a curriculum guide with objectives that are developmentally appropriate for that age group. Using the curriculum guides, the teachers are able to provide opportunities for growth in all areas of development. Appropriate materials and resources are implemented into the curriculum to achieve the expected outcomes. On a regular basis each of the curriculum guides are reviewed by the teaching staff and adjusted accordingly.

4. Intended Outcomes

The goal of Grace Brethren Preschool is to partner with parents to their prepare children for formal education by addressing their development spiritually, cognitively, socially, and physically. Upon completion of our preschool program, it is intended that each child should:

a. Spiritual

- i. Understand that God is a loving God.
- ii. Understand that the Bible is God’s Word, instructing His people how to live.
- iii. Use prayer to communicate with God, sharing thoughts, needs, and feelings.
- iv. Share with others about God, Jesus, and the Bible.
- v. Have a desire to know more about God.
- vi. Comprehend that the world, and everyone in it, was created by God.
- vii. Begin to develop a sense of intrinsic rewards for behaviors.

b. Cognitive

- i. Exhibit an ability to explore, observe, create, experiment, plan, analyze, and reason.
- ii. Express self creatively through a variety of mediums.
- iii. Have an understanding of math concepts related to counting, sorting, and comparing.
- iv. Demonstrate an ability to use receptive and expressive language skills to communicate with others.
- v. Have developed pre-writing skills, exploring with different writing utensils, and the meaning of print.
- vi. Have developed pre-reading skills, becoming aware of visual and auditory differences of letters and their sounds.

c. Social

- i. Be able to initiate friendships and enjoy interactions with a variety of individuals.
- ii. Begin to exhibit character traits of kindness and empathy towards others.
- iii. Begin developing an ability to share objects and thoughts with peers and adults.
- iv. Utilize language skills to navigate interactions with others.



- v. Begin to demonstrate the ability to control him/herself, acting appropriately without direct instruction from an adult.
- vi. Gain self-confidence, mastering skills through age-appropriate activities, and positive adult interaction.
- vii. Feel comfortable taking part in group activities and discussions.

d. Physical

- i. Explore and begin to develop gross motor skills and fundamental movements such as balance, movement, touch, and coordination.
- ii. Acquire and refine fine motor skills.
- iii. Understand the need to care for his/her body and begin to have an awareness of how to accomplish that.

C. Employment

1. Professional Qualifications for Certification and Appointment

All employees must be fingerprinted and cleared by both the FBI and Department of Justice. Preschool teachers must have a minimum of 12 Early Childhood Education ECE units to be considered a fully qualified teacher. All preschool employees must also be First Aid and CPR certified.

2. Orientation Period

Your employment begins with a (3) three-month Orientation Period in which you and the Director can decide whether you are sufficiently interested and competent to do the job. The Director will discuss your work record and will give you a written performance evaluation no later than one week prior to completion of your probationary period. If your performance has not been satisfactory during this period, your employment may be terminated at any point without notice and without recourse to a grievance process. If your performance has been satisfactory and you wish to continue employment, you may become a regular part-time or full-time employee at the end of the Orientation Period.

D. Employee Expectations

1. Staff Orientation

This is typically held the last week of August, annually. All employees are expected to attend and participate in teacher-orientation and preparation. Attendance at all training meetings is mandatory.

2. Staff Meetings

Staff meetings are held weekly during the workday. Employees are expected to attend all staff meetings, unless they are scheduled not to.

3. Telephones

The telephones within the building are for school business only. Please ask your friends and family not to call you at work, except, of course, in an emergency situation. If you need to make a call during your break period, you may request to use the phone in the school office.



4. Reporting Personnel Data To the School Office

Keeping your personnel records up-to-date is essential for a number of reasons, from assuring that your income tax deductions are correct, to confirming that you can be reached by phone, or mail if necessary. You must notify the office if you have a change of address, phone number, marital status, number of dependents, or any other pertinent information. Should you terminate employment, notify the school office of any upcoming change of address so that you will receive your yearly income tax statements.

5. Cost Consciousness

Making our resources go farther at a time of high costs and limited resources is a responsibility all share. Being careless can shortchange our children, and the program as a whole. Therefore, please use the class manipulatives and play equipment only for their intended purposes. Order only the supplies you need and use them appropriately.

E. Job Descriptions

1. Director

The Preschool Director is in charge of the preschool at all times, and as such, is expected to be on the premises for eight (8) or more hours per day. Should the Director be absent, his/her responsibilities are designated to the Assistant Director, who assumes all duties of the Director.

The Director shall be available to staff, parents, and children.

The Director is responsible for the daily program and appropriately delegates responsibilities to other personnel.

The Director must report monthly at to the Superintendent.

The Director is responsible for compliance with all policies of the Council and with Title 22 of the California Administrative Code for preschools.

A complete physical examination by a licensed physician is required prior to beginning work. This must verify freedom from tuberculosis and other communicable diseases. The TB test will be kept current.

a. Qualifications

- i. Must be a mature, born-again Christian.
- ii. Must be at least twenty years of age.
- iii. Education and experience must meet the requirements in Title 22.
- iv. Must believe to be called to work with children by God.
- v. Must be able to demonstrate patience and self-control.
- vi. Be a leader of adults who relates warmly but with appropriate authority.
- vii. Must provide a gracious Christian example.
- viii. Must have, or be working toward, a BA Degree or higher.
- ix. Must be willing to serve on the administrative staff of the school.
- x. Must be in harmony with the sponsoring church, and attend classes and/or seminars as required by the church.
 - Finding the truth.
 - Spiritual Authority.
 - Leadership (by invitation of church).



- x. Must have an impeccable reputation without a criminal record of any kind.
- xii. Maintain a valid First Aid and CPR Certificate.
- xiii. Must demonstrate the ability to calmly handle crisis situations, especially where children are involved, including being able to respond immediately in any emergency situation.
- xiv. Must be a U.S. citizen or show eligibility to work in the U.S.
- xv. Physical demands required include the ability to hear the conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs, and feet, with or without corrective devices to accomplish the job, including evacuation of the building during emergencies. Also required is the ability to bend and stoop to child level as well as the ability to sit on the floor with groups of children and in “child-sized” chairs.

b. Responsibilities

The Director’s responsibilities include, but are not limited to, the following:

Spiritual

- i. Maintaining a high spiritual tone within the school.
- ii. Meeting with staff daily for prayer and support.
- iii. Providing motivation for a high spiritual and ethical nature of the school.
- iv. Modeling godliness and serving as an inspiration to the staff.
- v. Maintaining other relationships within the schools and church in a spirit of cooperation and unity.
- vi. Service shall be the number one responsibility.

General

- i. Contacting and maintaining communication with state and local regulatory agencies.
- ii. Conforming to health, safety, and licensing requirements.
- iii. Handling all problems related to the administration of the school and to specific aspects thereof.
- iv. Keeping records that pertain to the administration of the school.
- v. Defining policies of admission, attendance, tuition, and educational goals.
- vi. Continual evaluation of one’s own work as an administrator.
- vii. Planning and implementing a program for professional growth.
- viii. Keeping abreast of research and new developments in the field of early childhood.
- ix. Playing an active role in professional organizations.
- x. Planning the yearly calendar of school holidays.
- xi. Planning and scheduling administrative responsibilities.
- xii. Supervising the management of classroom schedules.
- xiii. Scheduling the use of classroom space and equipment.
- xiv. Scheduling the responsibilities of the teaching staff.
- xv. Assist the school in scheduling entry testing for Kindergarten.



Fiscal

- i. Developing a budget in conjunction with the School Superintendent.
- ii. Operating the school within the budget.
- iii. Purchasing equipment and supplies.
- iv. Arranging for repairs and maintenance.
- v. Collecting enrollment fees and tuition.
- vi. Responsible for handling of petty cash.
- vii. Maintaining all financial records for review by State Department of Social Welfare.
- viii. Maintaining the appropriate number of students and employees to maximize income while remaining within the requirements of the law.

Staff

- i. Preparing job descriptions.
- ii. Recruiting applicants to fill staff vacancies.
- iii. Selecting staff members (subject to Superintendent/Council approval).
- iv. Recommending staff members for permanent status or non-hire after probationary period.
- v. Arranging for substitute help as needed.
- vi. Conducting regularly scheduled staff meetings.
- vii. Planning and implementing an in-service training program for the staff.
- viii. Assisting the staff in preparing daily, weekly, and yearly plans.
- ix. Assisting the staff in developing a workable plan for using the outdoor play space.
- x. Planning and implementing procedures that lead to wholesome interpersonal relationships between staff members.
- xi. Assisting staff in planning individual programs for professional growth and career development.
- xii. Implementing procedures for meeting with individual staff members to solve any problems that may occur.
- xiii. Planning and implementing procedures for keeping accurate classroom records.
- xiv. Preparing and maintaining an up-to-date staff handbook.
- xv. Keeping personnel records/files.
- xvi. Being responsible for an annual written evaluation of each employee under his/her direction.
- xvii. See that appropriate spiritual nurturing is being given to the children.

Enrollment

- i. Enrolling children.
- ii. Interviewing parents of prospective students.
- iii. Planning for orientation of newly enrolled students.
- iv. Familiarizing the parents of newly enrolled students with school policies.
- v. Being alert to enrollment needs at all times.



- vi. Being accountable for the placement of each child.
- vii. Developing and maintaining a system of check-in and check-out for all students.

Parents

- i. Maintaining an active system of parent-school relationships and communication.
- ii. Planning for the orientation of parents-to-school policies and procedures.
- iii. Planning and administering a parent education/participation program.
- iv. Communicating with the parents in a wide variety of ways.
- v. Maintaining a parents' library.

Health

- i. Planning and implementing a safety program for the school.
- ii. Keeping informed of the schools legal responsibilities and liabilities.
- iii. Implementing a program of playground safety.
- iv. Planning for and conducting fire and earthquake drills.
- v. Preparing activities to teach the children traffic safety.
- vi. Regularly have inspection checks of the physical facilities to be certain they are safe and suitable for children's activities.
- vii. Maintaining a system of reporting accidents to parents, and administration when applicable.

Children's Programs

- i. Organizing procedures for the management of the children's programs.
- ii. Planning procedures for the management of children's routines.
- iii. Planning and implementing field trips.
- iv. Planning educational, chapel, and other school programs.
- v. Planning for the evaluation of the students in relation to their school progress, abilities, and special needs.
- vi. Arranging for rest and relaxation (naps, etc.)

Community Relations

- i. Welcoming visitors to the school.
- ii. Working in cooperation with local educational institutions to plan a student teaching program.
- iii. Being available to community groups for public events that pertain to early childhood and family life as a whole.
- iv. Attending and participating in professional conferences, lectures, and other educational events.
- v. Arranging for events sponsored by the school as a service to the community.

Food Management

- i. Planning and implementing a snack program based on sound nutritional principles.
- ii. Meeting state and local regulations regarding snack preparation facilities.



- iii. Communicating with parents regarding lunches/meals sent from home.
- iv. Including nutritional information in newsletters to parents.
- v. Planning and implementing control over food supplies to prevent wastefulness.
- vi. Maintaining and serving food in a sanitary manner that meets Health Department requirements for proper storage and handling.

In addition to the above, the Director shall meet all qualifications, requirements, and responsibilities as listed on the Teacher job description.

2. Assistant Director

a. Hours of Duty

As Assigned.

b. Principle Function

The Assistant Director helps the Administrator plan and implement the program, curriculum, and aims/goals of the preschool department.

c. Qualifications

See attachment.

d. Responsibilities

The Assistant Director is under the direct supervision of the Administrator of the preschool and will:

- i. Assist in the supervision of all teachers and aides in the preschool.
- ii. Assist in the supervision of all the children.
- iii. Plan and coordinate with staff and teachers, daily and weekly experiences for the children.
- iv. Obtain and/or prepare all supplies needed to carry out the program.
- v. Plan and coordinate with other staff members, bulletin board ideas and care responsibilities.
- vi. Oversee and/or help to prepare each classroom with an environment conducive to learning.
- vii. Attend all staff meetings, workshops, and conferences.
- viii. Participate in activities designed to include parents and/or staff.
- ix. Coordinate with other staff members a requisition for yearly teaching materials and supplies to be turned in by December 1st.
- x. Plan, coordinate, and implement with other staff members physical fitness activities for indoor and outdoor play.
- xi. Present to the Administrator a written comment sheet on any staff difficulties or parent conferences where problems arise.
- xii. Complete (2) two copies of the "Accident/Incident Report" form in case of student injury.
- xiii. Assist in the enrollment of new students with the supervision and approval of the Administrator.
- xiv. Assist in the initiation and/or coordination, with other staff members, all available field trips and/or guests, calling ahead to schedule dates and times with the area to be visited or guest(s) to be secured.
- xv. Coordinate snack and lunch processes with other staff members.



- xvi. Help train and orient new staff by assigning them to a particular staff member.
- xvii. Be responsible for any other duties that may be assigned.

e. Procedures

Areas of timeline significance:

- i. A Notice for all field trips or special events must be posted at least three (3) weeks in advance.
- ii. "Field Trip Organization" forms are to be in the Administrator's office three (3) weeks prior to the field trip.
- iii. Parent notices for field trips are to be sent out immediately after approval (at least two (2) weeks prior to the activity).
- iv. When field trips involve parent participation, schedule parent meetings in advance of trip.

f. Plans and Objectives

All plans and objectives are to be presented in written form to the Administrator two (2) weeks in advance of each week prior to the week in which they will take effect.

g. Supplies

A requisition for supplies is to be presented in written form to the Administrator two (2) weeks in advance of the date needed.

h. New Staff

- i. Continually check to see that the new staff member is finding supplies and his/her needs are being met.
- ii. Help acquaint the new staff member with the teachers' lounge, daily breaks, supply room, and other areas pertinent to the position.

i. ACSI Conference

Various staff will be given time off from work to attend the yearly Association of Christian Schools International Conference. Employee will receive a stipend of \$160 with full attendance at the conference. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.

3. Lead Teacher

a. Hours of Duty

As Assigned.

b. Principal Functions

The Lead Teacher is under the direct supervision of the Director and is responsible in helping to plan and implement the preschool program.

c. Qualifications

See Attachment.

d. Responsibilities

The Lead Teacher is responsible for the overall management of the classroom. The Lead Teacher is also responsible to help each student reach the aims and goals of the preschool.



The Lead Teacher will:

- i. Be responsible for the supervision of the Teacher's Aide and Teacher who are working in the classroom.
- ii. Be responsible for the training of any teacher-in-training as assigned by the Director.
- iii. Be responsible for the supervision and teaching of the children for whom he/she is responsible by:
 - Maintaining orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (this may require changing clothing.)
 - Assist children in preparing for lunch.
 - Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
 - Assist children with morning and/or afternoon snacks, making certain each child is served.
- iv. Implement daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- v. Design lesson plans with Teachers and be responsible for presenting them to the Director in written form each Friday prior to the week they will be used. In addition, be responsible for posting a copy of the weekly lesson plan on the parent board each week.
- vi. Obtain and/or prepare all materials needed to carry out the program.
 - Present a list of items to the Program Coordinator one (1) week in advance.
 - Prepare all patterns and materials for a teaching project in advance.
- vii. Be responsible for the planning and preparing of the bulletin boards on a monthly basis, using monthly themes.
- viii. Be responsible for preparing the classroom with an environment conducive to meeting the aims/goals desired.
- ix. Attend staff meetings, workshops, and conferences.
- x. Help plan and participate in activities designed for parents such as: Open House, parent conferences, and other special programs.
- xi. Keep the Director informed of any parent difficulties by written memo.
- xii. Complete an accident/incident report form in cases of student injury.
- xiii. Set-up conference times with the Director in cases of staff difficulties.
- xiv. Help coordinate, implement, and participate in all field trips planned for the individual class or total school by:
 - Helping complete field trip permission forms.



- Posting notices two to three (2-3) weeks in advance of field trips.
- Participating in possible pre-field trip meetings with parents.
- xv. Be responsible for parent communications by such means as:
 - Newsletter articles.
 - Contacting parents regarding discipline problems.
 - Posting signs and memos regarding upcoming events.
 - Having Parent-Teacher conferences
- xvi. Will be given time off from work to attend the yearly Association of Christian Schools International Conference. The employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xvii. Present yourself as a Christian professional in dress and actions at all times.
- xviii. Help train and acquaint any new staff member(s) assigned to you, showing him/her the teacher lounge, restroom, and supply areas.
- xix. Design the curriculum for the class in advance for upcoming year.
- xx. Be responsible for any other duties that may be assigned to you by the Director.

4. Teacher

a. Hours of Duty

As Assigned.

b. Principal Function

The Teacher is under the direct supervision of the Lead Teacher in the classroom, and is responsible to help plan and implement the preschool program.

c. Qualifications

See Attachment.

d. Responsibilities

The Teacher is responsible to help each student reach the aims/goals of the preschool.

The Teacher will:

- i. Be responsible for the supervision and teaching of the children for whom he/she is responsible.
 - Maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
 - Assist children in preparing for lunch.



- Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
- Assist children with morning and/or afternoon snacks, making certain each child is served.
- ii. Implement daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- iii. Design lesson plans with the Lead Teacher each week for the following week.
- iv. Obtain and/or prepare all materials needed to carry out the program.
 - Present a list of items the Program Coordinator one (1) week in advance.
 - Prepare all patterns and materials for a teaching project in advance.
- v. Assist in the planning and preparing of the bulletin boards on a monthly basis, using monthly themes.
- vi. Assist in preparing the classroom with an environment conducive to meeting the aims/goals desired.
- vii. Attend staff meetings, workshops, and conferences.
- viii. Participate in activities designed for parents such as: Open House, parent conferences, and other special programs.
- ix. Keep the Director informed of any parent difficulties by written memo.
- x. Complete an accident/incident report form in cases of student injury.
- xi. Set up conference times with the Director in cases of staff difficulties.
- xii. Help prepare for and participate in all field trips planned for the individual class or total school.
- xiii. Full-time teachers will be given time off from work to attend the yearly Association of Christian Schools International Conference. The employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xiv. Present yourself as a Christian professional in dress and actions at all times.
- xv. Help train and acquaint any new staff member(s) assigned to you, by showing him/her the teachers' lounge, restroom, and supply areas.
- xvi. Be responsible for any other duties that may be assigned to you by the Lead Teacher or Director.

5. Teacher's Aide

a. Hours of Duty

As Assigned

b. Principal Function

The aide is under the direct supervision of the Lead Teacher in the classroom and is to assist in the implementing of the preschool program.

c. Qualifications

See attachment.

d. Responsibilities

To assist the teachers in helping each child reach the aims of the preschool.



The Aide will:

- i. Assist in the supervision and teaching of the children for whom he/she is responsible.
 - Help maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
 - Assist the children in preparing for lunch.
 - Assist children in preparing for naptime by helping them cover their mats with the sheets and blankets. Aid children in putting away their belongings after nap.
 - Assist children with morning and/or afternoon snacks, making certain that each child is served.
- ii. Assist the Teacher in implementing daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- iii. Assist the Teacher in obtaining and/or preparing the materials needed to carry out the program.
- iv. Assist in the planning and/or preparation of the bulletin boards, using monthly themes.
- v. Attend staff meetings, workshops, and conferences.
- vi. Participate in activities designed for parents such as: Open House and other special programs.
- vii. Keep the Director informed of any difficulties by written memo.
- viii. Complete an accident/incident report form in cases of student injury.
- ix. Set up conference time with the Director in cases of staff difficulties.
- x. Assist with and participate in all field trips planned for the individual class or total school.
- xi. Full-time aides will be given time off from work to attend the yearly Association of Christian Schools International Conference. Employee will receive a stipend of \$160 with full attendance at the convention. Full attendance is defined as attendance to all of the General Sessions and six (6) seminar sessions. Documentation will be required.
- xii. Present yourself as a Christian professional in dress and actions at all times.
- xiii. Be responsible for any other duties that may be assigned to you by the Lead Teacher or Director.

6. Afternoon Staff

a. Hours of Duty

As Assigned.

b. Principal Function

To care for and provide activities for children enrolled in the afternoon or all day program.

c. Qualifications

See attachment.



d. Responsibilities

The Afternoon Staff will:

- i. Greet parents as they arrive to deliver or pick up children.
- ii. Assist in the supervision and teaching of the children for whom he/she is responsible.
 - Help maintain orderliness in the classroom and on the playground.
 - NEVER leave a child unattended in the classroom or on the playground.
 - NEVER allow a child to leave the preschool area unless accompanied by an authorized parent, guardian, or preschool staff member.
 - Aid children in overcoming difficult situations such as:
 - Shyness
 - Discipline problems
 - Toilet problems (This may require changing clothing.)
- iii. Make sure an authorized adult is picking up the child. If there are any questions, send the adult to the office.
- iv. Make certain children are checked in/out when they arrive or leave the classroom or grounds.
- v. Know how many children are in your care, either on the playground or in the classroom, at all times.
- vi. Become familiar with the times that each child arrives or leaves in the afternoon.
- vii. Treat a hurt child with first aid, but be certain that all of the other children are properly supervised first.
- viii. Clean up dirty children before they are scheduled to go home.
- ix. Supervise and/or oversee the gate, doorways, the parking lot, and playground areas.
- x. Encourage organized games such as hopping, skipping, jumping rope, races, follow the leader, circle games, and other such group or individual activities.
- xi. At the end of the day, bring attendance charts, trashcans, toys, and tissue containers in from the playground and/or replace all indoor toys properly.
- xii. Double check attendance charts to make certain that every child has been checked out.
- xiii. If a child is picked up after 6:00 p.m., fill out the parent late fee form.
- xiv. Be responsible for any other duties that may be assigned to you by the Supervisor on Duty or the Director.

F. Job Qualifications

All employees are responsible for meeting the following qualifications for employment.

(see Section VI, B, 6, ET SEQ. of Policy Manual)

1. Skills and Abilities

- a. Have the ability to communicate with children.
- b. Have the ability to plan and organize.
- c. Have the ability to control the group.
- d. Have the ability to be flexible enough to change plans if the situation warrants it.



- e. Keep the room neat and attractive.
- f. Have the ability to handle an emergency.
- g. Be professional in relationships at all times and in your attitude toward the job.
- h. Cooperate with the staff.

2. Experience and Education

- a. Have some experience in working with children.
- b. Be at least 18 years of age.
- c. Have a minimum of 12 E.C.E. units for all teachers, or begin courses related to early childhood education. Lead Teachers should have, or be working toward, an AA Degree in Child Development or the Certificate in Early Childhood Development.
- e. Have a positive attitude toward education and an eagerness to continually further one's education.

G. Performance Appraisal

Criteria-Based Job Evaluations

Knowing how well you are handling your job is as important to you as it is to the school. The performance appraisal program offers you the opportunity to measure your personal accomplishments, set new goals, and gives us a sound basis for determining your suitability for a raise, promotion, or further training.

At the end of the school year (June), you will get a formal appraisal by the Director. During your appraisal both successes and shortcomings will be pointed out to you, and possible suggestions for improving your overall performance will be made.

You may expect your first informal evaluation upon completion of your Orientation Period and, thereafter, annually. This process does not take the place of everyday contacts with your school administrators, but rather offers a formal means of focusing on your progress toward meeting goals within your classroom.

H. When You Leave Employment

Voluntary Separation (see Section VI, B, 10, b, of Policy Manual)

Grace Brethren Church and Schools is an at will organization, and when you leave the organization you are expected to return any resource materials and school keys.



I. Health Procedures

1. General

You will need to become acquainted with any health problems or allergies of all students under your supervision. An allergy/medical alerts list will be provided by the office. Ensure that this list is posted in the classroom. Ask the Director if you are unsure about the health of the children. No medicines are to be stored in the child's book bag or in the classroom. All medications must be in the original container, labeled with the child's name and are to be turned in to the office for safe keeping. For medication to be administered to a child, it must first be authorized by a physician and the parent. The prescription label or a doctor's note must be provided by the parent. The parent must then fill out a Medication Authorization Form for each week that the medication is to be given. While administering of the medication will be designated to one person, it is the teacher's responsibility to ensure that the child has received the necessary medication. The person administering will then sign the Medication Authorization Form.

Incidental Medical Services (IMS) may be provided by the preschool staff in accordance with regulations set forth by the state licensing agency. IMS includes EpiPen injectors, inhaled medications, blood glucose testing, and Gluagon administration.

2. Diapering Procedures

Diapering children is a frequent activity in the two-year-old room. It is extremely important to follow correct procedures when changing diapers. To reduce the risk of spreading germs that can cause infections, especially those who have gastrointestinal diseases, the following procedure has been established:

- a. Take a clean diaper and everything else that is needed from the child's bag or cubby. Make sure a fresh changing paper has been placed on the previously disinfected changing table pad.
- b. Pick up the child and place him/her on the changing paper.
- c. Put on disposable latex or vinyl gloves.
- d. Remove the soiled diaper and clean the child with pre-moistened Towelettes, or diaper wipes.
- e. Hold the diaper with the gloved hand. Put the dirty diaper, the Towelettes, and the plastic glove all into the appropriate diaper pail.
- f. Put a new diaper on the child and dress him/her again. Use clean clothes if the others have been soiled or are wet.
- g. Wash the child's hands with a pre-moistened Towelette, and return the child to the play area.
- h. Dispose of the changing paper in the diaper pail
- i. Disinfect the changing table pad, using the disinfectant in the spray bottle.
- j. Wash your hands thoroughly.

NEVER LEAVE THE CHILD OUTSIDE OF YOUR REACH ON THE CHANGING TABLE!

3. Sickness

Our health policy states that any child with a contagious disease should remain at home after being on antibiotics for 24 hours for the following:

- a. Tonsillitis
- b. Strep throat
- c. Ring worm
- d. Pin worm
- e. Scarlet fever



If a child has chicken pox, he/she must be out of school a minimum of seven (7) days and cannot return until all open sores have scabs on them.

If during school, students develop a fever of 100 degrees or more, vomiting, reoccurring diarrhea, or upper respiratory infections, please let someone in the office know at once. The parents will then be called, and they **MUST** take the child from the school.

Watch the child in your class who is unusually listless or in any other way deviates from his/her normal behavior. If you are not sure if the child is well, please take the child's temperature and then a decision can be made whether he/she is well enough to remain in school. If a child is not well enough to participate in the program (i.e., go outside for recess) he/she is not well enough to be in school.

4. Safety and Security Measures

The most important principle in caring for children safely is to maintain proper supervision. **Children should NEVER be left unsupervised, even for a very short period of time.** Children of staff members must be supervised in the same manner as all others enrolled in the center. They will not be left in classrooms unattended at any time. They will report to their appropriate age group unless, prior approval has been given by the Director on a case-by-case basis.

Proper staff/child ratios should be maintained at all times, both in the classroom and on the playground. Do not allow children to climb on furniture, or shelves, throw toys, or in any way misuse equipment in the center. Do not accept wild or chaotic behavior.

Be alert to any condition in the center that could pose a safety threat to the children, and alert the director as soon as possible so that repairs can be made. Be especially careful when opening and closing doors, as fingers can easily be pinched. Be sure that all electrical outlets in your room have been capped with safety covers.

Be careful to properly store teacher equipment, such as sharp scissors and cleaning cans. These items are **ALWAYS** to be kept on a high shelf in the cabinet out of reach of children.

The office maintains a file on each child enrolled in the center. This file tells who has been authorized by the parent to pick up that child. Only those persons listed in this file will be allowed to take the child from the center. Please introduce yourself to, and become familiar with, the people who pick up children in your care. If someone unknown to you comes to take a child home, you **MUST** check with the office **BEFORE** you release that child to the that person. If it is discovered that the individual has not been previously authorized to pick up the child, the parent **MUST** be contacted before the child can be released. Even if the child recognizes the individual, do not assume the parent has authorized this person for pick up. Failure to picture ID an unfamiliar person picking up a child will be cause for disciplinary action.

5. Accident Procedures

If an accident occurs or other emergency situations, the first priority is to stay calm. Keep the well-being of the child, emotional as well as physical, in mind at all times. Call loudly for help if needed. Do not under any circumstances leave your class unattended.

In a case of serious accidental injury, notify the Director or the Supervisor on Duty immediately. The Director/Supervisor on Duty will then immediately notify parents. If the parents cannot be reached, the child's physician will be contacted, and if necessary, the school will call 911. The Director/Supervisor on Duty or the designated persons in charge will make ALL decisions about the care of the child until the parent arrives.

Non-serious injuries will be handled at school with proper first aid treatment, and an Accident/Incident



report is to be completed and given to the parents. Parents should be informed of even minor accidents, such as a bump on the head, a bite, or a scraped knee. The original copy of the accident report is to be turned into the office; one copy is to be put in the student's Parent File. Again, the Director/Supervisor on Duty is to be notified. Sometimes an accident report will be sufficient, but at other times, the Director/Supervisor on Duty will want to notify the parents immediately by phone. The parents may or may not choose to come at that time for the child, but this eliminates them being "surprised" with unpleasant news at the time of pick up. This also eliminates the risk of the parents receiving partial, or inaccurate, information from staff not fully aware of the situation; thus, the importance of always notifying the Director/Supervisor on Duty even in the event of a minor accident. Remember to ALWAYS fill out an accident report, immediately.

All staff members are required to take Standard First Aid and Infant/Child CPR courses given by the Red Cross in order to be properly prepared to handle emergencies.

6. Fire and Drill Procedures

All fires must be reported IMMEDIATELY!

- a. Pull the lever on nearest fire alarm box.
- b. Call 911, or have someone in the office call for you.
- c. Gather your class together and follow the fire exit plan posted in your classroom and the procedure that you have practiced during the monthly fire drills.

Each month a scheduled fire drill will be conducted. They will be scheduled on different days of the week at different times of the day so that all classes and teachers will experience a fire drill in different settings. The procedure for the fire drill is as follows:

- a. Upon hearing a fire alarm, all children and staff must evacuate the building immediately, but in an orderly fashion.
- b. Teachers should stop whatever they are doing and line up children immediately wherever they are in the building. Coats and books and all other possessions are to be left in the building.
- c. Teachers are to follow the evacuation routes posted in each classroom, and also have a secondary route established in case the primary route is blocked. Talking and shoving is prohibited.
- d. Class roll sheets are to accompany the class, and roll is to be taken immediately after the class is lined up outside at the designated location. All children must be accounted for. Children must be at least 150 feet away from building. After ascertaining that all are present the teacher shall signal that fact by a wave of hand to the office personnel.
- e. Teacher's aides, or those not class-responsible, should check the bathrooms and close all doors as children exit.
- f. Wait for an all-clear signal from the director, principal or fire fighters before re-entering the building.

The following are some different fire-precautionary procedures that can be followed when necessary:

- a. Upon identifying a fire, close all doors surrounding the fire.
- b. If the fire can be extinguished, use the fire extinguisher or water, provided that the fire does not contain chemicals, (i.e., that may be in paints, etc.), or a metal lid, or thick blanket to extinguish flames.
- c. Always close doors when leaving a room. Do not attempt to close windows.
- d. If halls are filled with smoke, crawl to safety if there is clean air near the floor. Otherwise, close the door and place clothing around the door so that smoke cannot enter the room and then exit the children through the windows.
- e. If a child's hair or clothing catches fire, remember to stop, drop, roll and cover the child with a blanket to extinguish the flames.