**POLICY REVIEW**

**COMPUTERS**

-The Computer Lab should be utilized by all classrooms 2 years old and older for 30 minutes throughout the week. Please make sure to include your classroom’s computer day and time (see schedule) in your lesson plan. If you will be over your ratio if one teacher takes four children to the computers, please notify management so we can plan additional staffing. Worst case, buddy them up on the computers.

-We have a membership for the center through ABCMouse.com (see log in instructions in). Each child will be registered under your classroom and all progress will be tracked.

-No videos or movies should be watched in the classroom without prior approval.

-The use of television, computers, and other video equipment is prohibited for children under the age of two.

**LESSON PLANS**

-Please remember to submit your lesson plans every week through the Teaching Strategies Website. -PLEASE see Management if you are still having trouble with the online planning forms.

**ENGAGE WITH CHILDREN**

-Get down on the floor with the children & play games WITH them. DO NOT just sit at the table and watch them play.

-How we speak to the children is a crucial part of the curriculum!

-Have a notebook or your classroom tablet with you and remember to log your daily observations/documentation.

**DAILY REPORTS**

-We’re transitioning to a new software for our childcare system this month. Smartcare will provide us with a web based system for parents and staff and will allow us to message parents directly and share pictures and updates throughout the day.

-Until we go live with the electronic dailies, a paper daily should be sent home every day with each child.

-All daily sheets should mirror the Creative Curriculum guidelines and personalized with something specific about each child’s day.

-Any time a child soils their clothes or needs to have their outfit changed, the teacher MUST update the daily report to tell the parents when and why they were changed. Our afternoon staff must be updated on all morning accidents so they are able to communicate it to the parents if necessary.

**CREATIVE CURRICULUM**

-Every classroom should have their Creative Curriculum box in their classroom. This should stay in the building and Head Teachers should place all necessary pieces in the Teal Binder DAILY. Nothing else should leave the curriculum boxes. We do not want the children in the boxes or any of the contents missing or destroyed.

-We will begin the new school year using the Creative Curriculum's "Beginning of the School Year" and we will move onto "Trees" on October 8th.

**OBSERVATIONS/GOLD ASSESSMENTS**

-We will still be using the Creative Curriculum GOLD Assessments this year for every child. We must be observing and documenting each student daily and taking notes of their strengths and weaknesses both socially and academically.

- The first checkpoint should be completed for each student by November 16th and submitted online for review so we can pass them out to parents by the end of the week.

- By the end of a checkpoint period, teachers should have photos, videos, and notes to reference in order to set final checkpoint levels. You can set preliminary levels while adding each piece of documentation, and then the levels will appear in the final checkpoint screen, informing your final level choice, helping to save time. We strongly encourage you to use this time-saving feature!

-Orientations are available online and they are designed to introduce teachers to GOLDas accessed through MyTeachingStrategies. Orientation webinars are available on-demand to view whenever and wherever is convenient for you! Go online and look for MyTeachingStrategies **Orientations and** Exploring the Teach area of MyTeachingStrategies.

**STAFF TRAININGS**

-Everyone must be registered on PINJ.org. Please let Jenn or Jessica know if you need help registering. You will register for trainings on this site and can also find new trainings to take online.

-Please make sure that you have brought in all of your training certificates to be added into your prospective portfolios – including current transcripts for anyone taking college courses.

-Everyone needs 20 hours of professional development each year for Grow NJ Kids! You can earn them online or through off site trainings. BCCAP holds trainings once a month for two hours and this would cover the yearly requirement.

-Staff will continue to attend curriculum trainings as they become available locally. We must all be trained in both sessions of the Creative Curriculum (Infants or Preschool) and also the Implementing GOLD & ASQ Developmental Screenings. Most of you have been very flexible in attending these trainings and are done at least two of the four trainings. If you have not completed the Creative Curriculum trainings yet, Please see Management ASAP so we can schedule coverage for your classroom.

-ALL STAFF who work in Rooms 1, 4, 5 & 9 MUST COMPLETE the Birth to Three Early Learning Standards Overview Webinar on September 14th from 1:00pm-2:30pm. The Preschool Standards Webinar date will be announced when it becomes available and ALL STAFF working with children 3 & over will need to complete it.

**-If you have not yet completed the 10 Hour Mandatory Health & Safety Training or CPR course, please see management ASAP to register and complete this.**

**CLEANING PROCEDURES**

-Sanitize your toys and hard surfaces and we can wash any soft items that fit in the washer and dryer. Soak toys at nap, and clean, clean, clean.

-Store toys in their proper places. Not in bathrooms, on top of cabinets, microwaves and refrigerators or jammed in corners.

-At the end of your shift, please empty your trash cans, replace the bag, and take the trash bag to the outside trash bin. If there is any trash in the kitchen, please take that with you.

-Closers: Please complete the Closing Procedure Checklist every night and have Jessica check your room before leaving. All windows and doors must be locked, all items and bedding should be picked up off the floor and put away and sinks and tables need to be wiped out and cleaned. See also “Afternoon Classroom Expectations”.

-Please sweep all floors after lunch and at the end of the night. Wipe down tables and sanitize. Please use magic erasers to clean the wooden doors as well. They get VERY grimy and germy.

**CHILDREN IN THE BATHROOM**

-It is a state law that children cannot be left unattended in the bathroom. All children 5 and under must have a teacher watching in the door way any time there are children in the bathroom.

-Most children will still need assistance with wiping. Please make sure you check on them after they have a BM so they do not go home with soiled underwear. This is also very important for children wearing pull-ups. Utilize changing tables and changing mats whenever you change a soiled pull-up/diaper.

-Please assist with toilet flushing when necessary to minimize overflowed toilets and soiled paper on the floors. Wipe toilet seats between uses if the seat is dirty. Check to make sure the toilets are flushed and not left with urine in them after each potty time and at the end of the night.

-You must follow all seven steps in sanitizing and proper diaper changing. See posters in your classroom for reminders. (See Diapering Procedures in the classrooms)

-Make sure children are washing their hands properly! Have the children count to 20 while washing to be sure they are washing long enough. (See Handwashing Procedures in the bathrooms and Sample Songs on Bathroom doors)

**SUPERVISION**

-NO child is to walk the halls, go to the computers or come in from outside without FIRST notifying the front desk or office.

-You must know how many children you have **AT ALL TIMES**. Your signs must be updated in the classroom to show how many children are present at all times. This is state mandated and we **cannot** count the children just because someone has called to ask how many have. The state will ask when they walk in. You cannot turn around and count them. You must know. If you are wrong, we are sited. KNOW YOUR NUMBERS.

-You must count all children BEFORE you take them outside and again BEFORE you come back inside. This is for the safety of our children.

-All signs must be updated when you leave the room so parents know if their child is in another room, on a walk, etc. If you lost your sign, we can make you a new one. Please let Jenn or Danielle know.

**OUTSIDE**

-Outside times need to be followed. Only one class should be outside at a time. (See updated Fall Schedule)

-Take your Emergency Clipboard with you!

-When you are on the playground please pick up any trash and broken toys and bring in anything you took out with you. We need to work together to keep this common area clean and safe.

-Please keep moving when you are outside on the playground with your class. If there are two teachers outside, you should station yourselves on opposite sides of the playground. Do not stand together talking or talking to other teachers over the fence or through the windows.

-Please make sure the back doors are shut completely when you come back inside.

-During warm weather please bring a pitcher of water and paper cups out to the playground for the children and bring all trash and pitchers back in with you.

**EMERGENCY PREPAREDNESS**

-First fire drill of the school year will be soon!

-Keep your Emergency Clipboard (red & green) with you at all times. The following items must be kept inside at all times. Please let Jenn know if you need an updated classroom list for new enrollments.

 -Laminated Class List (Update when you go from room to room, playground times, etc.)

 -Allergy Lists

 -Emergency Contact Cards (Let us know if you are missing anyone!)

 -Evacuation, Lockdown & Disaster Procedures

 -Evacuation Diagram

 -Notepad & Pen

**SCHEDULING**

-You are responsible for checking your schedule. You must check your start and end times and also confirm your shifts.

-To access the schedule you must download the When I Work app and set up your account.

-All time off requests must be submitted on the App.

-Please be flexible with regards to your schedule. We will be tweaking the schedule throughout the upcoming month once we see how numbers look each day.

Openers: Collect your necessary supplies when you arrive, gather your children, and go to your classroom in a timely manner.

**BREAKS & EATING/DRINKING**

-When on break, please find a place to eat in Room 6 or Room 7 for lunch time.

-Please label all food you place in the kitchen refrigerator and date it. We cannot be responsible for food and plasticware that is not labeled and dated.

-Please eat before you come to work. Do not bring food for breakfast/lunch and eat after you clock in.

-Please NO hot beverages around the children. All drinks must be in a travel mug or a cup with a lid and kept out of the children’s reach.

**TIME OFF**

-All TIME OFF must be submitted on a “Vacation Request Form” (located in Room 4).

-You must give us advance notice for any time off requests (minimum of two weeks’ notice appreciated).

-We need to make sure all classrooms are covered for 12 hours a day. Please utilize your evenings and mornings for appointments if you are not scheduled to work.

**-**You can text Jenn any time(609) 234-6741 or call before 10:00pm & after 5:30am if you are not coming to work.

**CELL PHONES**

-Cell phones are not permitted in your classrooms. We have been very accommodating when you have asked to use them, but they should not be kept in your pocket or on the table in your classroom. You can use our school phone for all incoming and outgoing calls when needed.

-We do encourage you to take lots of photos during students’ activities and events. If you need to use your cell phone for pictures, please just call up front and let us know.

-**Do NOT** ever post photos of the children on your social media.

 **SOME OTHER REMINDERS**

-Please make sure to clean the children’s faces. They should be cleaned after snack, lunch, playground time and after all messy activities. Parents do not want to pick up their children with runny/crusty noses and messy faces from meals eaten earlier in the day.

-Please make sure to notify the parents (and administration if necessary) if the children do not have seasonally appropriate spare clothing or sheets. These items are mandatory and we are unable to continue to supply them.

-Drinking water needs to be available to children at all times. Children need to be seated while drinking from cups and not walking around the classroom. Utilize the small pitchers that we purchased earlier this year.

-If you need to leave the classroom for any reason, please call the front desk or office FIRST. Ratios need to be met and the children are our first priority. (this includes getting snacks, using the bathroom, etc.)

-Please try and stock your rooms with necessary supplies first thing in the morning or at nap.

**UPCOMING EVENTS**

-Back to School Night is **Thursday, October 18th at 7:00pm**. ALL STAFF MUST BE HERE FOR THIS EVENT.

-Classrooms must be tidy and decorated with children’s work.

-We will need to make folders for every student (neatly labeled). The folder will include administrative paperwork to be reviewed and returned, a welcome letter for all teachers, an updated daily classroom schedule using the Creative Curriculum, and any information you would like to share with the parents about your classroom goals.

-We would like to have a note/picture/craft of some sort to send home to mom and dad from the students and also a place for the parents to leave a note/draw a picture for their children. All ideas are welcomed. We would love to know what you plan on doing in your room.

-School Picture Days are October 18th and 19th.

October 18th will be for rooms 1, 4, 5 & 9

October 20th will be for rooms 10, 11 & 12 & makeup pictures for children who do not attend on Thursday. Please be prepared to have your staff picture taken on Friday as well.

**REMINDER OF WHAT NOT TO WEAR**

-Leggings and yoga pants are acceptable to wear to work only if they are not transparent or too tight.

-When wearing leggings, wear a shirt that is long enough to cover your butt.

-Your shirt should always cover your entire torso: no exposed navels, backs, shoulders, or chests

-No tank tops unless worn layered under another item of clothing

-No exposed undergarments (bras, bralettes, underwear)

-No skin-tight tops

-Avoid sweatpants and other baggy items

-Pajamas should only be worn on designated Pajama Days

-No ripped/tattered clothing, including ripped jeans

-No clothing depicting inappropriate subjects (violence, sex, foul language, etc.)

-Shorts, skirts, and dresses must be at least knee length; i.e. Bermuda shorts or Capri pants

General Rule: dress as if you’re going out to a casual restaurant. Not going to bed and not going to the club. When in doubt, wear jeans and a Future Scholars t-shirt.

I have received a copy of the monthly meeting minutes. I understand that I am responsible for reading and understanding its content and that I am accountable for following the policies and procedures outlined within. I understand that I should consult management regarding any questions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (PRINTED)