



Staff Handbook

STAFF HANDBOOK

Table of Contents	pg. #
Our Preschool	5
Mission Statement	5
Brief History	5
Organization	6
Teacher Expectations	6/7
Staff Professionalism	6/7
With Co-Teachers	6
With Preschool Administration	7
With Parents	7
Classroom Expectations	7
Greeting Parents and Children	7
Before School	8
Arrival	8/9
Snack	9
Specials	10
Transitions	10

STAFF HANDBOOK

Lunch	11
Circle Time	11
Playground/Children's Exploration Garden	12
Dismissal	12
Carpool	12
Positive Guidance Policy	13/14
Interactions Between Children	14
Child Supervision	14
Handwashing Procedures	14/15
Diapering Procedures	15/16
Professionalism	16
Telephone/Cell Usage	17/18
Internet/IPad Usage	18
Protocol for Employee Concerns	18
Discipline and Termination	19/20
Work Hours, Absence and Tardy Policy	20/21
Professional Development/Required Events	21

STAFF HANDBOOK

Request for Time Off, Vacation and Illness	21,22
New Teachers	23
Mentoring Program	23
Collaborative Learning Communities	23
Teachers of Preschoolers (TOP) Meetings	23
Teacher Professional Development	23/24
Performance Review	24
Staff Meetings	24
Key and Key Fobs	24
Daily Classroom Responsibilities	25
Child Protection Policy	26
Contagious Diseases	26
Smoking	26
Prohibited Substances	26
First Aid and CPR	26
Teacher Dress Code	27
Technology Policy	29/30

Our Preschool

Trinity Presbyterian Preschool provides faith-based early childhood education for children aged one year old to Pre K. Our program focuses on the cognitive, social, physical, spiritual, and emotional development of the whole child. In a nurturing, safe, and encouraging environment, children enjoy play, friendships, and hands-on learning experiences. The developmentally-appropriate and stimulating setting allows for skills of self-confidence, creativity, communication and critical thinking to be explored with loving teachers whose goal is to create life-long learners.

Mission Statement

The mission of Trinity Presbyterian Preschool is to provide a faith-based education in a safe family-like environment. By encouraging curiosity, exploration, and learning, we seek to nurture each child's head, hands, and heart. We work cooperatively with parents to understand the uniqueness of each child and provide an environment where rules are consistent but also adaptable to the needs of the individual.

Brief History

Members of Trinity Presbyterian Church developed TPP in 1997 as a parent-run, cooperative playgroup. Now transformed into an early childhood educational experience with an emphasis on social interaction and basic childhood skills, TPP serves children who are one year through five. The program has grown from several children to about 90 children in a twenty-year period.

Organization

The TPP Executive Director and TPP Director of Curriculum and Finance administer the program. The TPP Board of Directors supervises the Executive Director, and the Executive Director is the direct supervisor of the Director of Curriculum and Finance, the Administrative

STAFF HANDBOOK

Assistant, and all preschool teaching staff. The Board consists of members of the Trinity congregation and TPP parents. Typically there is one Session member (elder) present on the board. The Executive Director of TPP and the Pastor to Families also serve on the Board.

Teacher Expectations**Staff Professionalism**

With co-teachers:

1. expected to cooperate with their co-teacher in providing expert childcare in the classroom
2. maintain open, honest communication with your co-teacher
3. respect each staff members' specific gifts, needs, and professional abilities
4. make time to talk and plan for your class at the beginning of each day
5. evaluate and share at the end of the day and write down specific observations about children in the classroom
6. plan together for age-appropriate classroom activities that allow each child direct, hands-on experiences
7. prepare with team teacher a weekly lesson plan, weekly Kaymbu pictures and weekly Storyboards.

With Preschool Administration:

1. maintain open and honest communication
2. follow procedures and policies
3. address any behavioral or academic concerns when needed.

With Parents:

4. respect confidentiality at all times: do not discuss other children in front of parents or other children and if you need to talk with a parent about his/her child, please do so in private without other parents listening.
5. maintain a professional work relationship: please do not discuss problems with the preschool administration, co-workers, or any church employees with parents and do not complain about preschool policies with parents. These issues need to be discussed directly with the Executive Director.

Classroom Expectations**Greeting Parents and Children**

We must show both parents and their children that we are happy they are here. We do this by being visible to parents, both when they drop off their child and when they pick them up. Greet each child by name when they arrive and assist them with settling in for the day. Teachers should focus on the children and parents during drop-off. All class “housekeeping” should happen after drop-off and carpool. Staff members are expected to model proper manners and behavior in front of both the children and their families.

Before school:**8:30-8:55 am**

- Teachers should be in their classrooms preparing the room for children’s arrival
- Lead Teachers should meet with Assistant (Co) Teachers and prepare for the day

STAFF HANDBOOK

- Please have main rug rotation toy out
- Teachers should have table activities set up for children as well as having areas set up for Center Activities. Table activities (should correspond with the Curriculum Map)
- The sensory table should be a daily center, and items and theme rotated weekly and must correspond with the Curriculum Map.
- Easels out for free paint daily (starting at 2s). Toddlers should have supervised easel time when children are developmentally ready
- All teacher items (computer, school bag, etc should be put away by 8:55 am. Before children and parents arrive in the classroom).

Staff Meetings:

- Weekly Staff Update emails will be sent out on Sunday evening each week
- Staff Meeting Wednesday (8 am) Morning in gym lobby

All staff will be responsible for the information provided in these emails and meetings

Student Arrival:

9:00-9:15 am

- The Assistant Teachers, Specials Teacher and Executive Director will be in charge of helping with Morning Carpool. Administrative Assistant will be greeting at the front door, and Director of Curriculum and Finance will be in the main lobby supervising.
- The Lead should be greeting each child and parent at the door.

STAFF HANDBOOK

- All children must wash their hands upon entering the classroom. Lead Teacher should assist with Toddler, 2s, 3s handwashing. Make sure your eyes are on the classroom and front door at all time (your back should not be to the classroom or door). Eyes and ears!
- The Lead should be helping at the table with table or craft activities and assisting with hand washing. All other “housekeeping items” should wait until both teachers are in the room.
- Toddler and 2s Leads can hang up children’s bags
 - 3s and Pre K students should hang up their bag (finding their name and hook is a learning opportunity).
- Take attendance as children arrive in the classroom
- Toddler teachers do not participate in morning carpool

9:15-9:30 am

- Assistant Teacher should focus on children’s bags
 - Lunch and Snack (Toddler and 2s only): Put in refrigerator etc.
 - Take all folders out of bags and place into basket.
 - Empty folders and take all needed items to the office these should be in the preschool office by 9:30 am

Snack

- Toddlers and 2s will have a snack in the morning.
- Please be sure to say the monthly blessing before eating
- 3s and Pre K will not have snack time.

Specials

- One teacher should remain in the specials time (except Pre K unless on class schedule). This teacher should be actively participating with the children. Be sure to have the children “thank” the Specials teacher before leaving the area.
- If teachers arrive early to a Specials, the teachers should have a planned Mighty Minute to help with the children during the wait.

Transitions (and potty time)

- While children are waiting in the gym lobby, the teacher should have a **planned activity** for the children. This activity should be a song, Mighty Minute, fingerplay, or book.
- Toddlers will use bye bye buggies when traveling to and from the classroom. They will transition to the walking rope in February.
- 2s will use the walking rope when going to and from the classroom. They will transition to walking in pairs in February.
- 3s and Pre K will walk in a line to and from the classroom. Teachers should ensure that children are ready to go before they leave the classroom or area. They should not stop in hallway. This causes congestion in the hallway and causes younger children to get restless.

Lunch

- 2s, 3s, and Pre K should drink water in cups for lunch. 3s and Pre K should have small pitchers on the table. The children should be taught to pour their own drink and pass the pitchers to their friends. **3s and Pre K students should not use any sippy cups, etc. from home.**

STAFF HANDBOOK

- The monthly blessing should be said.
- One teacher should sit at each table and enjoy lunch and conversation with the children. CHILDREN SHOULD NOT HAVE SILENT LUNCH but lights out and calm music is a great way to help children settle into lunchtime. One crucial skill to learn at preschool is table manners and conversation. Lunchtime is a part of our curriculum, not downtime for the teachers.

Circle Time

- Children should be encouraged to participate in circle time but not required. Children should be given an opportunity for a developmental alternative if they have difficulty sitting still.
- Teachers should not physically bring children to the circle or physically force them to sit.

Playground/Children's Exploration Garden

TPP has two age-appropriate playgrounds and a Children's Exploration Garden. Classes are expected to go outside and utilize these play areas daily, weather permitting. Playgrounds offer all children opportunities to meet developmental needs and support our curriculum goals and objectives. Teacher supervision of these areas is of utmost importance. Please be sure teachers are standing so that all children are within sight and sound at all times. Structures on the playground and the Garden allow teachers to observe children's gross motor and social skills. Outdoor exploration is part of our daily curriculum and should be a critical component of the school day.

STAFF HANDBOOK

Dismissal:**12:35-12:52**

Assistant Teacher should focus on putting all folders back in bags and putting all remaining lunch and snack items back in the child's bag

- All 3s and Pre K children should carry their bags to carpool

Carpool

- Please have all children lined up and ready for dismissal at 12:52 (not before)
- Carpool will begin at 12:55 and when:
 - all classes are sitting quietly.
 - Administration opens door

Carpool Guidelines:

- Do not place any child into the carpool line until Administration has officially started the carpool line.
- Only the Lead Callers should announce car riders. All other talking should be kept to a minimum.

We use PikMyKid for carpool. The administrative team will have the PikMyKid portal open and will facilitate carpool dismissal. Teachers will receive training in carpool dismissal during Teacher Workweek and any changes in dismissal procedures will be communicated through email or during staff meetings.

STAFF HANDBOOK

Positive Guidance Policy

TPP guides appropriate behavior through positive reinforcement, guidance, and modeling care and compassion by the teachers and staff. TPP strives to help each child develop self-control, responsibility, and practical problem-solving skills. We use positive reinforcement, appropriate toys, kind voices, and a well-planned physical environment and curriculum to teach respect and self-control. Teachers at TPP should not threaten children or call them names such "as a baby." We do not bring a child to a younger class as a form of punishment. Also, "Time Out" is not used; however, a child may be removed from the group to "calm down." Discipline is ALWAYS done positively with regards to the tone of voice, the volume of voice, and facial expressions. Individual children or classrooms should not lose outdoor playtime due to behavior.

Teaching staff promotes pro-social behavior by interacting respectfully with all staff and children and by modeling behaviors such as caring, taking turns, listening, negotiating, comforting, and by intentionally facilitating children's efforts in these areas. Teachers actively teach social, communication, and emotional regulation skills, and they assist children in resolving conflicts. Staff guides children who bully, isolate, or hurt other children to learn and follow the rules of the classroom.

TPP will take every avenue to assist a child who is having difficulty appropriately expressing themselves. A parent may be asked to pick up their child on a particular day, but this will always be used as a last resort. If this behavior issue persists, other recommendations may be made such as scheduling a parent/teacher meeting, etc. In rare circumstances, parents may be asked to withdraw a child whose needs the preschool cannot best serve.

Interactions between Children

Conflicts are developmentally appropriate interactions between children as they grow and develop. For example, during toddler years, it is not unusual for biting to occur. The expression of conflict is different for every child. Teachers understand these developmental levels and are prepared and trained to respond in a manner that will help guide the children appropriately through these situations. Techniques that are to be used include positive redirection, positive encouragement, natural consequences, and removing the child from a situation. TPP works individually with each child and his/her parents to establish a positive program of discipline and guidance.

Child Supervision

Children should be supervised by SIGHT AND SOUND at all times unless they are using a toilet independently and are supervised by sound and frequent verbal monitoring. Children should never be left in the classroom without a teacher even for a second. (If a teacher is alone in classroom, they can either step to the classroom door to call to an administrator, use the intercom call button or text an administrator for assistance.)

Handwashing Procedures

All children and staff should have their hands washed with warm water and soap.

Before:

- Entering the classroom in the morning
- Preparing food or beverages
- Eating, handling food; or feeding a child
- Diapering child

STAFF HANDBOOK

After:

- Using toilet
- Diapering
- Handling body fluids from sneezing or blowing nose
- Playing in sand, water or inside or outside play spaces
- Cleaning or handling garbage.

Diapering Procedures

- For the comfort of the child, children who are wet or soiled need to be changed upon discovery. Staff will check diapers no less than every two hours.
- Diapers shall be changed on a diaper changing surface that is used for no purposes other than changing clothes in each room where children wearing diapers are served.
- Between each diaper change, the diaper change surface shall be cleaned with a Disinfectant (bleach spray and allowed to dry for 2 minutes). A new changing sheet must be used for each child. The adult and the child should both wash their hands after a diaper change (even if gloves are used).
- Children shall not be left unattended while being diapered or having their clothes changed on the diaper changing surface.
- Any items which might harm a child must be kept out of a child's reach.
- Supplies: The following items shall also be provided at the diapering area: liquid soap, individually dispensed, single-use hand towels, single-use washcloths, gloves, changing sheets and covered storage container for soiled items.
- Hygiene: Staff shall wash their hands with liquid soap and warm running water

immediately before and after each diaper change they perform.

- Location of Diapering Area. The area used for diapering shall not be used for food preparation. It must be clear of formulas, food, food utensils, and food preparation items.

Professionalism

Each staff person at Trinity Presbyterian Preschool was chosen because of unique qualities, talents, or skills, that are needed to make up a well-balanced administrative and teaching staff. Although specific responsibilities may vary according to your primary job description, all members of our staff are charged with the total responsibilities of working together in an integrated manner. The goal is to achieve harmony and mutuality throughout our school, with respect, tolerance, patience, honesty, trust, and friendship. Employees who fail to have appropriate interactions with preschool administration, staff, or our families will be subject to disciplinary action up to and including termination.

We want you to be proud of your role at this school. Each teacher is charged with the responsibility of seeing to it that the reputation of our program as an outstanding preschool for children and their families is enhanced and maintained. Please make sure you refer to our program as a "Preschool" (not a center) in all communications. When referring to our children in any documentation, they should be referred to as children not "kids" or "kiddos."

Personal Qualities of Each Staff Member

1. **Friendliness** – Maintains a positive attitude towards others. Acknowledges the presence of others with a greeting, and is alert to the moods and needs of others.
2. **Honesty** – Truthful about hours, leave, and other school matters. Takes responsibility for own errors, is trustworthy, and respects the property of others.
3. **Voice Modulation** – Refrains from the use of an abusive, sarcastic, or uncontrolled tone of voice.

STAFF HANDBOOK

4. **Punctuality** – Arrives at work at the specified time and honors the class schedules throughout the day.
5. **Dependability** – Performs responsibilities as promised. Does not require constant reminders.
6. **Integrity** – Cooperates in the maintenance of wholesome interpersonal relationships, free from gossip about co-workers or about preschool families. Shows respect to all co-teachers, administration, rules, policies, and regulations.
7. **Positive Attitude** – Refrains from complaining and, brings complaints to the administration, not other staff members.
8. **Presentable** – is poised, well mannered, neatly and appropriately dressed, well-groomed, and clean. Follows dress code.
9. **Patience** – Maintains self-control in dealing with others.
10. **Active and Energetic** – Maintains an evident interest in your position here at Trinity Presbyterian Preschool.
11. **Gossip free**- Teachers should refrain from talking about other teachers or administration. If you have an issue with someone, you should direct communication directly with that person only.

Three Characteristics of Maintaining a Professional Demeanor:

- Pleasant smile
- Gentle approach
- Friendly greeting and conversation

Telephone Calls/Cell Phone Usage

The main number for the preschool office is 404-495-8457. The Trinity Church main number is 404-237-6491. When the Preschool Administration is not in the office, the church receptionist will pick up any calls. When an employee needs to receive a call at work, they should ask the party calling to use these numbers. When an employee receives a call, a message will be taken and given to the individual. If the message is an emergency, the employee will be notified immediately.

Cell phones should not be used in the preschool classrooms at any time. If you have an emergency call, you must step out of the classroom and ask a member of the administration to

STAFF HANDBOOK

step in and assist in the classroom in your absence. Pictures of children should not be taken on an individual phone except through the Kaymbu app. The classroom I touches are available for class pictures as well.

Internet/iPad Usage

Teachers should not talk on cell phones or engage in social media while at school. Computers in the Teacher Workroom are not for personal use and should only be used for Preschool business. Computers should only be used before school, after school hours, or while the children are in an enrichment program. Teachers should not post pictures of TPP children on social media (Facebook, etc.). This includes children you may babysit, etc.

The computers, iTouches, and Ipads at TPP are the property of TPP and Trinity Presbyterian Church. The computers should only be used for Preschool business. They should not be used for personal use at any time.

TPP has a Technology Policy. A complete copy of this policy can be found on page 30 of this Staff Handbook.

Protocol for Employee Concerns

The Executive Director has an open door policy and welcomes discussions, both open and confidential with staff. TPP values every employee's input, and employees should feel free to ask questions, make suggestions, and raise concerns at any time.

If an employee has a concern about policies, practices, or personnel, they must follow these steps:

STAFF HANDBOOK

1. Make an appointment, and discuss the matter with the Executive Director, agree on a next step and put in writing for both to sign. They agree on a follow-up meeting time.
2. Follow up meeting: If the Executive Director has not offered a satisfactory solution after these two meetings, the employee may put the grievance in writing and submit it to the Pastor to Families, Andrew Esqueda, who will follow up with a meeting with the employee. They must inform the Executive Director that they are taking this next step.
3. Andrew Esqueda may decide to take up the matter with the TPP Board, who has authority for a final decision.

Discipline and Termination

TPP employees are expected to perform their assigned duties and responsibilities by following work rules and instructions from supervisors with appropriate professionalism and courtesy at all times. Employees are subject to discipline and termination for poor performance, misconduct, negligence or carelessness around the children, attendance issues, and other reasons not specified, but that are detrimental to the TPP program.

Ordinarily, the following steps will be followed before termination:

1. First Offense: The Executive Director meets with the employee. The meeting is written up, and the employee signs an acknowledgment of the written report.
2. Second Offense: The Executive Director gives the employee a written warning and puts the employee on probation. The employee signs an acknowledgment of receiving written notice and probation.
3. Third Offense: Termination

All documentation of meetings, reports, etc. will be kept in the employee's personnel file.

Grounds for Immediate Termination

Listed are grounds for immediate termination. Warnings may not be given for the following violations, receiving the Staff Handbook serves as your written warning.

- Placing a child at risk
- Leaving a child unsupervised
- Leaving a child on the playground, in the classroom or the bathroom alone
- Insubordination
- Arriving at work intoxicated
- Using a cell phone in the classroom while supervising children
- Being aggressive with a parent
- Violating the confidentiality agreement
- Discriminating against a child, parent or co-worker
- Gossiping or starting drama in the workplace
- Threatening a child, parent or co-worker

Work Hours, Absence and Tardy Policy

Work hours are 8:30 a.m. to 1:15 p.m.

Teachers are expected to have to be at the morning meeting at 8:30 a.m (8 am-Wednesdays).

Children do not arrive until 9:00 a.m. The time before their arrival is for teachers to prepare themselves to welcome children and parents in a warm, hospitable, and relaxed manner. It is also a time for planning and preparing the room for the children. This time is for teachers to discuss plans for the day and the needs of each child who will be in the room.

STAFF HANDBOOK

We will have staff meetings once a month at 8:00 am on Wednesday mornings. A calendar of meeting dates will be handed out during Teacher Preplanning and Training.

When the children leave at 1:00 p.m., teachers return to their rooms for cleaning up, documenting information about the children, and preparing for the next day. Planning and cleaning up should not happen during playground or classroom time. Teachers should be actively engaged with the children until they leave for carpool. **You are given 15 minutes at the end of the day for cleaning up your classroom. Cleanup should not be completed during the school day.**

When an employee arrives later than 8:30 a.m. or leaves before 1:15 p.m., a tardy/early departure will be documented for the day. More than two tardies or an early departure in thirty days (one month) is grounds for termination. If you are more than ten minutes late, you must text Laura in the preschool office to let her know you will be late.

Professional Development and Required Afterhour School Events

Teachers are also required to complete 24 hours of professional development hours a year (please see pg. 23 for Professional Development details). Some of these hours will be held during teacher pre-planning and training or teacher workdays. However, some of these hours will be on the teachers' time. These professional development responsibilities are built into your salary and considered a requirement of your job.

Request for Time Off, Vacation, Illness

When a teacher is ill and unable to come to work, s/he should contact the Director of Curriculum and Finance **as early as possible** so that an alternative substitute may be scheduled. A Request for Time Off Form should be filled out and turned in on the day the employee returns.

All requests for personal time or leave, vacation, Jury Duty or sick leave (except for emergency illness) must be submitted on the Request for Time Off form and given to the Director of Curriculum and Finance as soon as possible, but at least one week in advance. TPP will grant these requests based on the needs of the program and class schedule; it may not always be possible to give requests. You will receive a signed copy of your request as approval

Teachers are expected to bring a doctor's excuse when they return to work after a medical illness. All-time off should be taken before Spring Break. Time off will only be granted for exceptional circumstances after this time. During the last few weeks of school, both teachers must be in the classroom assisting with end of the school year responsibilities. Please see the Executive Director as soon as possible if you must take time off after Spring Break.

Teachers are given one vacation/sick days a year for each day worked. Vacation/Sick days must be requested and approved by the Director of Curriculum and Finance and the Executive Director. Due to the importance of a preschool having consistent staff, teachers should try to schedule all doctors' appointments, etc. after school hours. Excessive absences will not be tolerated and may result in termination.

Teachers should take all precautions to ensure that both teachers are not out of the classroom at the same time. This can be very stressful to parents and children and should be avoided at all cost.

STAFF HANDBOOK

New Teachers

New Teachers will attend a new Teacher Orientation on the first day of Teacher Preplanning and Training. All new teachers will be assigned a teacher as a mentor to help guide them as they become acclimated to the preschool.

Mentoring Program

TPP has a mentoring program for all new teachers. New teachers will be assigned an experienced TPP teacher to serve as their mentor during their first year of hire.

Collaborative Learning Communities (CLC's)

All age levels will participate in monthly collaborative learning communities to help each other with lesson ideas and also to ensure a continuum of learning between age levels. In addition to their monthly meetings, CLC's will be allowed to meet during teacher workdays.

Teachers of Preschoolers Sharing (TOPS) Meetings

Once a month, all assistant teachers and all lead teachers will meet for TOPS meetings. These meetings will allow all assistant teachers and lead teachers to collaborate and have fellowship together. These meetings will take place once a month during our Tuesday morning meeting time.

Teacher Professional Development

All teachers will be required to complete 24 hours of professional development training each school year. Some hours will be completed in-house during teacher workdays at the preschool.

STAFF HANDBOOK

Continuing hours include CPR and First Aid training and Child Protection Training. The Executive Director will also provide teachers with a list of approved courses in the community that they can also attend. Prior approval by the Executive Director must be granted, and a copy of the Certificate of Attendance must be provided at the end of the school year.

Performance Reviews

Employees will receive a review by the Executive Director once a year or more often as needed. Any time an employee moves from one classroom to another, he or she will receive a review sometime during the first six (6) weeks in the new classroom.

Performance Review Process - Before the review, the Executive Director will conduct classroom observations, and the teacher will fill out a self-evaluation. The Executive Director will also complete an evaluation based on how well the individual performed in the job, how successfully they met personal performance goals and attendance records. The Executive Director and the employee then meet to review the evaluations and set new performance and personal goals. The employee then signs an acknowledgment of the meeting. A copy of the review will be given to the employee, and the original will remain as a part of their Teacher file.

Staff Meetings

All Group Staff meetings are held once month at 8:00 am in the preschool lobby. Attendance by all staff members is mandatory and, therefore, a condition of employment. You will be given the tentative staff meeting dates at Teacher Preplanning and Training each year. **Substitute teachers do not attend staff meetings.**

STAFF HANDBOOK

Keys and Key Fobs

Keys and key fobs are issued for security reasons to prevent unauthorized entry to the TPP's premises. These keys and fobs are the property of TPP and are intended for use only by the designated recipient. In the event you misplace your key or key fob or find another employee's key or key fob, please notify the Executive Director.

Daily Classroom Responsibilities**AM**

Set up the room for children

Check to make sure all areas are safe (no cleaning supplies left out, etc.)

Take daily attendance

Report Daily attendance to the preschool office before 9:30 am (tray on Welcome Desk)

Check yellow folders and give all items to the preschool office before 9:30 am (tray on Welcome desk)

PM

Make sure all toys and items are placed back where they belong

Clean off tables and surfaces with Clorox wipes or TB fresh.

Sweep floor of extra debris

Wipe chairs, tables, and toys with bleach water **Do not spray bleach water near the rugs!**

STAFF HANDBOOK

Housekeeping will vacuum floors, clean sink area, and empty all trash and diaper pails nightly.

Follow cleaning schedule posted in the classroom.

Child Protection Policy

Trinity Presbyterian Preschool has a child protection policy in place for the protection of all children in our care and our teachers. Please refer to this policy in your teacher packet.

If you need a copy, please see the Executive Director.

Contagious Diseases: Staff, or any other persons being supervised by the staff,

shall not be allowed in the Preschool who have or present symptoms of

a fever or diarrhea.

Smoking: Staff or other persons shall not smoke or use tobacco within the

preschool premises, on the church playgrounds or in any vehicle being used to

transport children during the hours that the preschool is in operation.

Prohibited Substances: Staff, shall not be under the influence or consume alcohol, marijuana or

other controlled substances on the church premises during the hours of operation or any other

time or place where there are children present for whom the preschool staff is

responsible.

First Aid and CPR: 100% of the teaching staff and the Director and Assistant Director shall

have current evidence of training in first aid and cardiopulmonary resuscitation (CPR). There

STAFF HANDBOOK

must always be an employee with proof of current First Aid training and CPR on the Preschool premises whenever children are present, on any Preschool-sponsored field trip, and any preschool vehicle transporting children

TPP Teacher Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of the employees and affect the image of TPP. Our philosophy is to provide a culture that allows staff in a style which presents a neat business attire that is comfortable for the classroom, but that promotes confidence and professionalism to the public. All clothing shall be in an appropriate form and reflect a responsible individual.

- Professional top: t-shirts with no sayings or writings are appropriate
- Nice clean jeans (not tattered or have holes) or pants. Leggings are fitting as long as a long shirt is worn.
- Dresses that are at least fingertip length
- Shoes: dress sandals, tennis shoes, etc. Tennis shoes are acceptable.

Other than holidays and Spirit Days, the following clothing is not permitted to be worn:

- Baseball hats / Winter hats (appropriate for carpool on cold days)
- Clothing with logos (small vineyard vines, polo type are ok)
- Apparel (including sweatshirts) with writings, sayings, or pictures except for TPP t-shirts and special team spirit days

These items are not appropriate (when in doubt check with Administration)

- Dresses that are shorter than your fingertips
- Low scoop neck or blouses.
- Clothes that expose the stomach
- Flip flops (dress sandals are appropriate)
- Visible bra straps
- Shorts. should only be worn on Teacher Workdays (except conference days)
- High heels or platform shoes for those working in the classroom.

Trinity
Presbyterian Preschool
Technology Plan

Technology Statement: Trinity Presbyterian Preschool acknowledges that the use of technology in the 21st-century classroom is necessary. However, we seek to integrate technology as a tool into our preschool in a purposeful, developmentally appropriate manner.

Technology With:

Toddlers and 2's:

TPP does not believe that "screen time" and the use of computers is developmentally appropriate in the Toddler and 2's classrooms.

In these age groups, however, we will utilize technology by daily use of:

Teachers:

- Digital photography to document learning
- Music via iPad and cd player
- Weekly emails to parents
- Teachers using an iPad song or activity to supplement circle time activity for a maximum of 3 minutes per day

3's:

TPP believes that the use of technology in the 3's and Pre K classroom can be beneficial to learning.

Teachers:

- Digital Cameras used by the teacher for documentation

STAFF HANDBOOK

- Digital photographs for portfolio and assessment purposes
- Music via iPad and cd player
- Teacher guided internet searches
- Weekly emails to parents
- Teachers using an iPad song or activity to supplement circle time activity for a maximum of 3 minutes per day

Student-Directed:

- Digital Microscopes
- Kids Pix drawing software
- HWT Wet/Dry App

Not appropriate use:

- Children passively watching a video without teacher interaction (even though it is educational)

Pre K:**Teachers:**

- I-touch used by the teacher for documentation
- Digital photographs for portfolio and assessment purposes
- Music via iPad and cd player
- Teacher guided internet searches
- Weekly emails to parents

Student-Directed:

- Classroom desktop computer center with developmentally appropriate software and Learning Keyboard
- Listening Center: with headphones, books, and CD's
- Digital Microscopes
- Kids Pix drawing software
- HWT Wet/Dry App

Not proper use:

- Children passively watching a video without teacher interaction

Preschool Wide:

- Facebook Page
- Website
- Blog
- Community Root registration and information database
- Emergency Text notification system
- Constant Contact