

ABCs of a Christian Preschool Teacher

Allows each child to develop at their own pace
Begins the day with prayer
Cares for children with gentleness and respect
Devoted to making each child feel special
Encourages each child to discover who they are
Faithfully devoted to Biblical principles
Gives unconditionally
Happy to help
Invites children to express their feelings
Jesus is their best friend
Kind at all times
Looks at life through a child's eyes
Makes learning fun through a planned environment
New ideas are shared among teachers
Open to suggestions
Promotes positive growth through frequent praise
Quick to hug and give love
Reads stories with enthusiasm
Sings songs with joy in their heart
Teaches children about God's love
Understands the fear of being away from parents
Values each boy and girl as a special child of God
Warm and friendly
X-tra time is spent on many projects
Young at heart
Zealous about each day as a preschool teacher



Little Learners

Christian Preschool & Childcare

Little Learners Christian Preschool and Childcare is so happy that you are joining us this year as a staff member! May God bless you as you take this journey with us!

Ownership: Little Learners Christian Preschool and Childcare is owned and operated by the parent company, Beck Companies, LLC.

Mission Statement: Little Learners Christian Preschool and Childcare is committed to providing a high-quality Christian preschool and childcare experience to all children and their families. Our emphasis is on education, which is presented in a professional and enthusiastic manner, in an environment that honors Jesus in all that we say and do.

Core Values:

Mission

- Mission-oriented (adhere to our Mission Statement)
- Honor God in all we do and teach children about Jesus' love for them
- Educate children in all aspects of learning: spiritual, social, physical, cognitive, creative

Family

- Be a blessing to our preschool families and to each other through support, encouragement, respect, and prayer
- Lift up one another with positive interaction, avoiding gossip and negativity
- Practice Servant Leadership with coworkers and preschool families

Teamwork and Unity

- We are a TEAM and should work **together** to achieve our mission
- We are united in faith
- We are united in our purpose/mission

Attendance

Arrival

You may sign in no more than 5 minutes before your scheduled shift begins.

Immediately put all personal items away and out of reach of children.

Be at your designated location at **8:35a** to assist with the arrival of the students.

Dismissal

Be ready to dismiss your students at 11:45a or 2:45p. Follow the procedures for those going home and for those staying for lunch and/or extended care.

Authorization to Pick Up a Student

For ALL people we do not know:

1. Check for their name in the black Consent binder. If name is there, then
2. Check ID.
3. Name not in book or no ID - - get the assistance of Miranda or Sanine. **DO NOT RELEASE STUDENT!**

Call Outs:

- When calling out sick due to illness, CALL Sanine directly. No texts, voicemail, or emails. If Sanine does not answer, keep trying until she is reached.
- Hours to call: not after 10:00p or before 6:00a
- Staff who open in the morning, need to call by 6:15a
- Staff who are supposed to be at school for an 8:30a shift, you need to call by 7:00a
- A “no-call-no-show”, for any reason, is considered job abandonment and is grounds for termination.

Requesting Time-off in Advance:

- An “Advance Absence Request” form needs to ALWAYS be filled out.
- A requested day off is just that: a REQUEST. Just because a request is made, does not mean it’s guaranteed to be approved. So don’t make plans before you receive approval.
- Upon approval, students and preschool parents should be notified of the impending absence with a note home.
- All teachers need to have a sub file prepared by the end of August.

Cell Phones and other Electronics

⇒ Cell Phones should never be seen! ⇐

- **Electronics can be very distracting. Students' safety is at stake.**
- Use tablets for music, short videos, or to take pictures. Use clocks on wall for time.
- 2 phone exceptions:
 - 1) Extended Care teachers should keep their cell phones on them, but they should remain hidden in a pocket, and are only to be used for emergencies or to communicate with Miranda or Sanine if they have left the building. Keep phone on vibrate during this time.
 - 2) Take phone on class walks outside.
- Unauthorized use of cell phones or electronics will result in a verbal reminder first, then subsequent write-ups and possible termination.

If a child was to get hurt, and it was determined that the staff member on duty was on a cell phone or otherwise distracted, not only could the preschool be held liable, but the state and the injured child's family could press charges against that staff member personally, as well.

Communication

Communicating with Preschool Parents

- Preschool families should always be warmly greeted and communicated with in a very positive manner. If issues of concern arise, the communication format should be sandwiched: begin with a positive point about their child, then communicate the concern, then end with another positive point.
- If issues, such as behavior, become a great concern, staff members are to speak with the parent directly, and not in writing. Sanine is to be informed before any communication with the preschool parent is made when it regards matters of great concern.
- Staff should not engage in conversations regarding Little Learners/the children/work issues, etc., outside of center hours or when off-duty. Preschool parents should be told to contact the Director if there are concerns.
- All class memos and notes to parents need to be pre-approved by Sanine first.

With Students

Staff members should get down on their level and speak gently, calmly, kindly.

With Other Staff

NO GOSSIP OR A NEGATIVE ATTITUDE. THIS WILL NOT BE TOLERATED AND WILL BE GROUNDS FOR TERMINATION!!!

Discipline

Follow these steps when addressing behavioral issues with the children:

1. Redirect Behavior (“better choices”, “inappropriate”). If behavior continues...
 2. “Chill-out Time” - child is to sit in a significant spot in classroom (always same place), for a set amount of time, not to exceed more than one minute for each year of the child’s age.
 3. Child must be willing to apologize to injured party (including teacher) after chill-out period is over. The apology must be a full apology, stating what the offense was.
 4. God’s Word and His Love should always be brought into the situation.
- **Withholding (or threatening to withhold) Snack and/or Recess are NEVER to be used as forms of discipline or punishment.**
 - **Yelling, scolding, ridiculing...is absolutely not allowed!**

Dress Code

Staff members are role models for their students, especially for the young girls. The young students want to be “just like” their teachers. Staff members should dress in a way that models Christian standards.

Staff members should come to preschool looking like they respect themselves and their job, and therefore, expect others to respect them.

- ✓ Hair should look clean (not greasy) and presentable (at least combed).
 - ✓ Extreme hair colors and hair accessories (such as feathers) are not acceptable.
 - ✓ Clothing should be clean.
 - ✓ Tattoos should be covered as much as possible with clothing.
 - ✓ Body piercings should be minimal. Excessive body-piercing jewelry and accessories (such as eye brow studs, mouth/nose rings, and tongue studs) are not acceptable.
- No pants that have holes in them, sweatpants, and nothing with words across back-end.
 - No shirts, t-shirts, hoodies, sweatshirts with logos or words, with the exception of LL t-shirts, Christian sayings or symbols, Husker apparel before game day.
 - No skirts, dresses, or shorts that are shorter than 3 inches or more above the knees.
 - No low-cut outfits. (The “dip” test should be done. If, when leaning over, under garments or the chest area is revealed, then that piece of clothing is not acceptable).
 - No tight or revealing clothing of any kind.
 - No strapless tops.
 - No midriffs showing.
 - No yoga pants or tights without posterior being covered up with longer shirt, dress, skirt.

Smoking, drinking alcohol, use of narcotics, and profanity (including “Oh, my God”) is strictly prohibited before arriving at, and on, the Little Learners’ campus or any preschool excursions.

Safety

The safety of all children is the number one priority here at Little Learners!

It only takes a split second for a child to get hurt. And if it's discovered that a staff member was neglectful, both the staff member and the preschool could face serious legal difficulties.

Within Sight and Sound

Staff members should:

- **Never leave children unattended or turn their back on them. They are never to be out of eye sight.**
- Not send children into another room alone, except for the bathroom.
- Not step out of the classroom to get something from another room.
- Count heads before and after transitioning to another room and/or coming in from outside.

Front Door

- **The Front Door is to remain locked at all times.**
- **It is everyone's responsibility to make sure the door is locked!** (Top button should be RED).
- **No one should be allowed in the building who is unfamiliar.** Call Sanine or Miranda to handle the situation. All maintenance personnel, including the water guy, need to be accompanied at all times!

Accidents/Illness

- Ice packs can be found in the freezer when accidents occur.
- An "Incident Report" is to be filled out when an accident occurs. The parent or guardian is to sign the form, then the form is to be put in Miranda's bin.
- Dangerous objects, including adult scissors, knives, hot glue gun, laminator, and paper cutter, should NEVER be left within reach of the children. Knives used in the kitchen should always be washed and dried and put away **immediately**.
- Fill out "Illness Policy" form when sending a child home sick.

Ratios

- It is vitally important that the student-to-teacher ratio is ALWAYS adhered to. If a staff member is "on duty", they need to be in the same room with children at all times.
- Ratios are applied center-wide.
- Any staff member who places the preschool in noncompliance with ratios, due to negligence of duty, may be terminated immediately.

Staff Pay

- In any given pay period:
 - 3 or more days absent, or days where the staff member leaves before completing 3/4 of a shift, will result in:
 - 1) no personal hours earned.
 - 2) no holiday pay during that pay period.
 - 5 or more days absent, or days where the staff member leaves before completing 3/4 of a shift, will result in
 - 1) an official write-up.
 - 2) no personal hours earned
 - 3) no holiday pay during that pay period.
 - 4) the possibility of the entire pay period being paid at minimum wage.
 - Continued and frequent absences may result in termination.
- All staff members are paid hourly.
- Any staff member who works over 40 hours will be paid over-time. Working past the 40 hour mark MUST BE pre-approved by Sanine before the hours are worked. It is the staff member's responsibility to keep track of their total hours worked each week in case they might work over-time.
- A "Teaching Agreement" will be given to each staff member at the beginning of their employment. The terms of employment are only applicable through the dates listed on the agreement, and are not automatically extended. Continued employment, either for summer or the following school year, may be offered, but only in a separate Teaching Agreement.

Holiday Pay

- Paid holidays, if offered, are listed on each staff member's Teaching Agreement.
- Holiday pay cannot calculate into over-time pay.
- Paid holidays are a privilege and will be paid based on all the following prerequisites:
 - 1) The staff member must work their full, regularly scheduled day/shift the day before the (paid) holiday occurs and their full, regularly scheduled day/shift the day after the (paid) holiday occurs and not have been absent 3 or more days during that pay period.
 - 2) The staff member must attend all the following events in any pay period where a (paid) holiday is available: all mandatory school events (both during regular class time, as well as those outside of class time, as stated in the staff member's contract and written on the school calendar), all staff meetings, and all scheduled staff workdays.
 - 3) Any staff member that is on probation for any reason, including the 3-month introductory probation period, will not receive a (paid) holiday during that pay period.
 - 4) A (paid) holiday that falls within the time period of a two-week notice of resignation given by the staff member will not be paid.
 - 5) A (paid) holiday that falls within a pay period during which a staff member quits without giving a 2-week notice or is terminated will not be paid.

Staff Pay (continued)

Pay Periods

- Each pay period will end on the 23rd of each month, or on the closest business day before the 23rd, should the 23rd fall on a weekend.
- All pay checks and/or automatic deposits will be delivered on the last business day of each month.

Pay Increase

Pay increases, whether annually or during the school year, will be determined based on the following factors, which include, but are not limited to:

- Attendance – should be less than 10% absenteeism during a school year
- Write-ups – should be fewer than 3 write-ups during a school year
- Attitude – should be consistently positive overall
- Work Ethic – should be doing what is expected in a professional manner and doing more than is expected as a way of contributing to the Preschool, as a whole

Minimum Wage

- Minimum wage will be paid for the entire pay period if/when a staff member:
 - 1) is absent or does not fulfill $\frac{3}{4}$ of their regularly scheduled shift 5 days or more.
 - 2) is on disciplinary probation.
 - 3) quits without giving or fulfilling a full two-week notice.
 - 4) does not attend the end-of-the-year events, which include the Ice Cream-in-the-Park on the final two days of school, as well as all the Spring and Graduation Programs.
 - 5) does not complete the “End-of-the-Year Checklist” requirements.

Snow Days

Snow Days are paid leave days, unless there are an excessive amount of snow days consecutively, in which Little Learners may open in order to assist parents who have to work. On such an occurrence, it will be mandatory for all staff members to come to work.

Personal Hours

- Personal Hours are not paid while a staff member is on probation for any reason, including the 3-month introductory probation period.
- Earned personal hours, as indicated on the Teaching Agreement, will be paid in accordance with the policies and procedures as outlined in this handbook. Personal hours are not accruable, but will instead be paid each month, whether or not an absence was taken during that pay period.

Staff Reminders

Facility Maintenance

- It is everyone's responsibility to keep the facility and classrooms clean.
- Empty classroom trash, spray all **plastic** (not wood) toys and furniture, and empty sanitizer bottle in mop sink before leaving.
- Each staff member will be assigned a weekly chore that needs to be completed before they leave for the day. This chore should be done at the end of their shift.
- Staff members should:
 - **drag the classroom tables across the floor.** Instead, they should ask for assistance in picking up the tables and moving them.
 - only use 3M Command Strips or masking tape on walls. Extreme caution should be used when removing any adhesive (tape, 3M tabs) from wall to prevent ripping paint off wall.
 - not adjust the thermostats for the refrigerators or water heater, without prior approval from Sanine
- Before throwing any toy, manipulative, or resource away, please check with Sanine.
- Anytime a screw, bolt, nail, etc. falls out of something, give it to Sanine, with an indication of where it came from.

General Reminders

- Children should be given a birthday sticker and the opportunity to go to the Treasure Chest on their birthday or at the end of the year, if their birthday occurs during the summer.
- Teachers should handwrite everything correctly in the same format that the students are taught.
- All purchases (for reimbursement) need to be preapproved. (Reimbursements will be given with paycheck).
- Teachers are to save materials for end-of-the-year Memory Boxes for the students.
- Teachers are to follow themes and curriculum that they were given by Sanine.
- No santas, witches, ghosts, Easter bunnies, other religions, or Harry Potter are to be used in any classroom as a décor, book, craft, or subject of teaching.
- Use "Good Work" certificates whenever possible.
- **Always be up and walking around** – in classroom, Indoor Play Area, playground.
- Paperback books from the preschool library are only for teachers; not student use.
- Demonstrate how to properly and carefully play at a center. Objects remain at that center.
- Always be prepared with a song, finger play, or even a story to fill in during a lapse of time. Transition times are the most difficult. Have a "bag of tricks" ready.
- **Substitute Teachers are not to open or close by themselves.**
- **USE COMMON SENSE!**