

Floater Expectations:

9:00a:

1. Get snack ready according to what the snack board on the fridge says for the day.
 - Napkins/cups/silverware/water pitcher/serving glove should be on each tray. If it isn't pre-prepared, make sure the proper amount of each item is on each tray.
 - There is a list of the exact number of kids in each classroom for each day.
 - Put snack into a container and put onto each tray. Snacks are in the first cabinet closest to the kitchen. Any snack that is refrigerated can be put in the fridge and gotten out at the exact time of snack, except for the 2's room, who gets their snack prepared and taken to the room by 9:20a. (Snacks like uncrustables and waffles get cut in half. One half per student.)
2. Put chairs around the tables in the kitchen in preparation for snack time.

9:10a: Assist Two's Room with diaper changes

Infant Room will ask randomly for help with the infant diapers, and at 9:45a, the One's' room will need you to step in for their diaper changes.

11-11:15a: Go to the kitchen and gather the One's room lunches for their lunch time.

As the One's Room is ever changing, please ask the Teacher if you are unsure of whose lunch to get.

-Check their lunch boxes before you leave the kitchen for milk cups in their lunch boxes. Fill their cups with Vitamin D milk before you take everything to the One's room. The One's teacher will take it from there.

11:30a: Begin setting out lunches, unpacking them, and heating necessary items.

-Leave lunch boxes in the chair to help remember who's sitting there when it's time to call names at lunchtime.

12:20-12:30p: Go to the One's room for their diaper changes after lunch. Hang out long enough to allow the One's teacher to get diapers done and if they need, also some cleaning, dishes, etc.

If another Teacher is available to help with diapers, you can stay in the big room/outside and help at lunch recess.

This is what a normal day looks like (above). The main thing is to stay busy in between helping teachers and be available when they need you!

If you need something to do/as time permits:

Bathrooms:

- Bathroom supplies and conditions checked (ex: empty toilet paper rolls refilled/trash on floor cleaned up)
- Toilets wiped clean of urine and flushed if needed

General Cleaning:

- Windows cleaned, especially front door
- Floor boards, corners, surfaces dusted
- Front counter wiped clean and organized
- Coffee bar items restocked
- Use carpet sweeper on floors where needed

Craft Supplies:

- Organize items
- Put items away in correct bins/drawers/cabinets
- Paint bottles refilled
- Construction paper refilled
- Check supplies list and mark any supplies that we are running low on or have run out of

Kitchen:

- Dishes washed, dried, and put away
- Snack foods put away once snack is finished/prepare trays for next day (minus snack)
- Floor swept and mopped as needed
- Check for expired food in both fridges (ex: condiments and old food)

Morning Opener Responsibilities

1. Retrieve the tablet from being charged in the Two's room, turn it on, and place it on the front counter.
2. Plug in the bottle warmer in the infant room.
3. Plug in/turn on the space heaters in each room with a heater (winter only).
4. Turn on the coffee pot to start brewing and restock the coffee bar with granola bars, stir sticks, cups, lids and creamer.
 - Coffee might be in the filter ready to go. Check first. When coffee is done, pour into carafe and place on the coffee bar at the front counter. (During Covid, push cart outside front door)
5. Clorox bottles need filled and placed in the proper rooms.
 - Bottles are labeled for what room they belong in and for which solution is used.
 - Mix Clorox in a bottle with cold water for sanitizer or for disinfectant.
 - There is a syringe and bottle technique that is used to fill bottles:
 - a. Carry the bottles (in red pail), solutions and syringe (in red container) to the kitchen.
 - b. **Sanitizer** spray bottles: Adjust syringe to dispense .5 tsp per bottle. Add .5 tsp to each sanitizer bottle. Fill the rest with cold water.
 - c. **Disinfectant** spray bottles: Adjust the syringe to dispense 1.5 tsp per bottle. Add 1.5 tsp to each disinfectant bottle. Fill the rest with cold water.
6. Sign students into extended care as they arrive at school. Morning EC is from 7:30 - 8:45a. Students will get signed in at the time they arrive and signed out of morning EC at 8:45a. If a student arrives at 8:40a or after, they do not get signed in. If they arrive at 8:39a or before, they get signed in.

Mondays:

1. Blankets, that were washed over the weekend, need to be folded and put away in the storage room next to the Two's room. Place the clean laundry bag in the Infant room inside one of the pack-n-plays.
2. Doorbells that were charged over the weekend need to be placed back on the inside walls and outside by the front door.
 - The one for outside has a doorbell symbol button and a "push to talk" button. Push the rubber piece back into the charging port.
 - The ones for inside get hung on the wall, by the hallway next to the door locks, and in the back, just outside the Resource Room. These two will have an indoor call button and a "push to talk" button. You will need to make sure they are turned on by swiping the dial on the side to the "on" position. Test doorbells.

Morning Extended Care

7:30-8:45a:

Greet parents and children. (Parents and children do not enter the building until 7:30a, no sooner.) Write the children in on the EC sheet as they arrive. ***In*** time is when they arrive, ***out*** time for morning is automatically 8:45a. (See yellow highlights on EC sheet.) The first two shadowed *in* and *out* spaces are for morning EC, the next two white spaces are for afternoon EC. More about the EC sheet below.

8:35-8:45a: Prayer with Mrs. Beck, Teachers and students by the cubbies.

8:45a: Dismiss to class

8:45-11:45a: Class time. See individual classroom schedules.

EC sheet further explanation:

There is a 5-minute grace period in the mornings starting at 8:40a. If a student arrives at 8:40a, or anytime between 8:40a and 8:45a, they DO NOT get written into EC. If they arrive at 8:39a or before, they get signed into EC.

There are names with arrows at the top of the sheet. These children get signed into EC whatever time they arrive, and then signed out when they leave.

The students who are in the 3hr morning class and stay for lunch, will get signed into the afternoon EC at 11:45a during lunchtime.

There are students who may get picked up late and aren't staying for lunch. They have a grace period until 11:50a. If they are still here after 11:50a, they will get signed into EC at 11:45a, then signed out at the time they are picked up. These times are written in the second set of blocks on the EC sheet.

There are students who stay for lunch but DO NOT get signed into EC at 11:45a because they attend the 6hr class. These 6hr class students will only get signed into EC if they are still here past 2:50p. This is where another grace period is in effect. If a 6hr student is picked up at 2:50p or before, they won't get signed into afternoon EC. If the 6hr student is still here at 2:51p, then sign them into EC at 2:45p and then out at the time they are picked up. These times are written in the second set of blocks on the EC sheet.

Any students who are picked up past 5:30p need to be written on the late pickup portion of the EC sheet, located on the back.

There is a cheat sheet attached to the EC clipboard, behind the sheets, that states all 6hr students, fulltime students and students with arrows on the EC sheet. A copy of what this looks like is attached.

EC Cheat Sheet (example)

FULL TIME: Full time students **DO NOT** get signed into EC ever.

Owen Tatum Lucas Brooks

Braelynn – Full time on **T/TH ONLY**. (If she comes on a MWF, she will get signed into EC.)

Ridge – Full time on **T/TH ONLY**. (If he comes on a MWF, he will get signed into EC.)

Silas – Full time on **MWF ONLY**. (If he comes on a T/TH, he will get signed into EC.)

**The following students have arrows on the EC sheet that go from time in through to the time out. You will sign these students in whatever time they arrive and then out whatever time they leave on any given day.

***Dawson *Gwen *Kyson *Joy**

The following students attend the 6 Hr class. They **DO NOT** get signed into EC at lunch. They **WILL** be signed in at 2:45pm if they are still here after 2:50pm. Otherwise they won't be signed in on the EC sheet if they leave at 2:45pm after the 6 Hr class ends.

Teddy (MWF)

Hudson (M, T/TH)

Grace (T/TH)

Maverick (MWF)

Elaina (T/TH)

Harrison (T/TH)

Blake (M-F)

Jonnalyn (T/TH)

Stella (M-F)

Leo (T/TH)

Griffin (M-F)

Collin (T/TH)

Snack Time

Snack Time and Lunch provide great opportunities to practice good manners with our students.

All students should wash their hands first, before heading into the kitchen for snack. Once seated:

- Napkins are passed out first. Students should unfold them like a placemat.
- Then everyone prays together.
- Snacks and drinks are then passed out. (Good time to practice “patience”).
- Staff members are to wear gloves when touching raw food.
- Once students are finished with their snack, they need to ask, “May I please be excused?” to leave the table and throw their things away.

If a child has a food allergy, it will be noted on a paper on the wall. Often, students with allergies with bring their own snack, which is contained in an apple-shaped basket that we keep at the preschool.

Snack is just that: a SNACK. It is not a meal. Snacks should be given in smaller portions, then “seconds” if/when appropriate. Students will say they are hungry and want more, but then they may not eat their lunch at noon. Quantity items, such as goldfish crackers, should be measured out with small Dixie cups. Items, such as cupcakes or cookies (during birthdays), should be cut in half. Seconds on drink should always be water and not milk.

Lunch Duty Expectations:

The floater or available teacher will begin getting lunches out in the kitchen at 11:35a.

At least 2 teachers should be on lunch duty. Names should be called to eat lunch as soon as lunches are fully ready. Please pray with them as a group before dismissal to the kitchen.

Preparing lunches consists of:

-Emptying the contents of the lunchboxes and putting the empty lunchbox in the seat to use to call on the student later.

-Ideally, place 4 to a table, and no more than 6. It usually works well to put a boy diagonal from another boy and same with girls.

-Glass dishes are not permitted and shouldn't be given to the student. Instead put their food on a paper plate. Candy is also not permitted. Place any candy back in lunchbox to be sent home.

-Anything that needs warmed can be done so with the microwaves. Please use the covers while heating food. If possible, cover the heated food with their lids upon placing them back at the table, to keep them warm.

During lunch:

-Teachers will help open any packaging

-Assist by getting silverware, napkins or drinks

-Teachers will help keep students on task and keep the volume at a minimum

-Teachers are welcome to eat their lunch while students are eating

When a student is done with lunch:

-They need to ask to be excused

-They will clean up their area

-Throw away trash

-Retrieve their lunch box from the white basket and place remaining items inside. When they are done with their lunch box, they will place them back in the white baskets to be taken to the front for easy access as they leave for the day.

-Teachers need to be sure that lids are on tight and that students don't put open drinks/containers back into their lunchboxes.

-Help any younger students with messy faces. Wet wipes are kept in the kitchen for this purpose.

Lunch Dismissal – Lunch continues until no later than 12:30p if possible.

-One teacher will dismiss students and start recess. This consists of indoor play or playground play.

-Another teacher will clean the kitchen. For ratio purposes, a student should stay in the kitchen to help the teacher clean.

-Stack chairs

-Use Clorox spray and sponge on the tables

-Sweep the floors

-Empty the kitchen trash and place it outside the back door to be taken to the dumpster later.

-Both teachers will then watch all students together for the remainder of lunch recess.

At around 12:45p:

-Clean up can begin in the big room.

-Come in from outside.

-One of the lunch teachers will begin sending nappers to the potty and helping change those in diapers, while the other teachers stay in the big room with the others.

Nap time starts at 1p.

Afternoon class starts at 1p.

Nap Room Responsibilities

Naptime takes place in the Two's room from 1:00-2:45p/3:00p. If there is a free teacher, they will go into the room around 12:45p to prepare the room.

Mats are in the storage room and will need to be placed, 3 feet apart, on the floor throughout the room. Mats should be labeled with each child's name. Make sure each child has the correct mat.

Blankets are reused by the same child each naptime. Blankets are located near the mats, in the storage room. Each child's blanket is put in a tub, with their name on it, to help keep them sanitary. While the children sleep, spray out the tubs with Clorox water and let them dry. Place the blankets back inside their corresponding tub to be stored after nap.

No more than 10 nappers can be placed in the Two's room; it's not possible while still allowing for the 3 feet apart rule.

Play quiet music either on the cd player or on the tablet.

If a teacher is available, they will assist you in rubbing backs and soothing the children to sleep.

As the children fall asleep, you will need to mark them asleep on the Brightwheel app. When naps are over, you will mark them awake on Brightwheel. Nappers can be found under the "ZZZZZ" tab on the Two's tablet.

As children awaken:

-Spray mats with bleach spray, then stand them up to air dry

-Fold and place blankets in the correct tub, after tubs are dry

-When mats are dry, place mats and blankets back into the storage room neatly

-Turn off music

-If a heater or fan was used during naptime, please make sure it is unplugged from the outlet

-Exit room for diapers/potties and handwashing in preparation for snack

-Diapers should be done before snack; ask an available teacher to help with this process

***On Fridays:** All blankets get washed. Do not place blankets back into tubs after nap. All blankets, ones that are placed in tubs and those that aren't, are put into the red laundry basket and placed by Sanine's office door.

Afternoon Class

12:45-1:00 Clean up and potties (This is during lunch recess)

Dismiss from big room to afternoon classroom

1:00-1:15 Book(s)

1:15-2:00 Alternate between learning centers*

(May participate in dramatic play area)

2:00-2:15 Craft*

2:15-2:20 Clean up

2:20-2:30 Potties/Wash hands

2:30-2:45 Snack/Dismissal

*The centers and craft can coincide with the book(s) that were read at the beginning of class.

Afternoon Extended Care

Afternoon Extended Care (EC) is from 2:45-5:30p.

The afternoon class will end at 2:45p, and those children will come to the big room for afternoon EC. The younger children will be finishing up naptime in the 2's/nap room. Naptime ends anywhere from 2:45-3:00p. An available teacher may need to assist the nap room teacher with potties/diapers. After potty time, the nappers will go to the One's room for snack, and remain in the One's room for the duration of EC. Depending on ratios, the older nappers may be sent out to the big room after snack.

At this time, the children who are staying for EC will need to be signed into EC on the EC sheet. A 5-minute grace period is allowed during afternoon class pickup. As an example, if "Sara", who attends the afternoon class, is picked up anytime by 2:50p, no signing in is necessary. If Sara hasn't been picked up by 2:51p, locate her name, or write it in, and sign her into EC at 2:45p. Throughout the afternoon, as children are picked up, please be sure to write in the time they were picked up in the correct space on the EC sheet. If children are picked up any time after 5:30p, please write their name, date and time they left on the back of the EC sheet in the designated space, in addition to their normal sign out spot. **Be sure students are signed out on the tablet in the Brightwheel app.**

Older children will remain in the big room. Options for this time frame are:

-Open Centers – This should be done in an organized manner. Children can take a tub of toys and play with that tub in a designated rectangle, taped out on the floor. Switch centers every 5 to 10 minutes.

-Bikes – Bikes can be used on the yellow track only. Follow the direction of the arrows.

-Balls – An organized game can be played with the bouncy balls.

-Parachute & Balls – Middle cabinet- Use balls for added fun!

-Create an obstacle course

-Board games and puzzles - These are found in the middle cabinet near the kitchen.

-Coloring sheets - These are found in the colorful rolling cart next to the cabinets by the kitchen.

-Playdoh - Found in the middle cabinet.

-Outside time – This can consist of:

-The back playground

-A walk along the nearby sidewalks, without crossing streets

- Sidewalk chalk or bubbles on the front sidewalk. Use colorful cones to mark off a section on the front walk. Students don't go past these points and are not allowed in the parking lot.

-Craft making – Materials are found in the teacher's supply room.

-Reading books – Read them some books or have them sit and look at books quietly for 5 or 10 minutes.

-Playing music –This can be done for fun background music, a dance party, or fun music and movement. (There are some songs on the tablets that encourage movement, which can be done in a marching fashion around the yellow track.)

-Child-friendly stretching or exercising

-Kinetic sand – Found in the middle cabinet and to be done on the blanket included for easy cleanup – 2 to 3 children at a time.

Need more ideas? There are index cards located in the bottom drawer of the colorful organizer next to the cabinets. These index cards contain multiple ideas for:

Fine motor, Gross motor, Craft/Art projects, Sensory, Experiments and Just for fun. Feel free to look through and pick something new to do!

The EC teachers are responsible for some cleaning in the evening. Please see the "Closing Procedures" task sheet for what is expected. An example is attached. The original is posted on the wall, next to the cabinets by the kitchen.

CLOSING PROCEDURES

Today's Date _____

Instructions for each task is listed in the "Staff Playbook". (Please read those instructions to be up-to-date on the cleaning procedures.) **Write in the date and initial by each task when it's completed. Do not erase this form until the following day.**

Bleach Bottles (once everything has been sprayed)

- ✓ Kitchen
- ✓ Bathrooms (2)
- ✓ Infant room
- ✓ One's room
- ✓ Two's room
- ✓ Entrance

FRIDAYS:

- Kitchen floor swept and mopped
- Bathroom floors (2) swept and mopped
- 3 Doorbells plugged (turn volume to off; chargers in metal cabinet; make sure blue light is on)
- All dirty laundry from nap room and infant room, and socks, are placed at Director's door.
- Fill water jugs in the One's and Infant rooms

Vacuum (empty afterwards)

- ✓ Indoor Play Area
- ✓ Hallway with the 2 sinks
- ✓ Walkway in the back (between the 2 rows of cubbies)
- ✓ Rugs (at entrance and playground)

Kitchen

- ✓ Tables wiped off
- ✓ Floor swept and Swiffer (wet) spot-cleaned if necessary

Trash Cans/Diaper Pails

- ✓ Hallway (between sinks)
- ✓ Kitchen
- ✓ Teacher's desk
- ✓ Teacher bathroom (2)
- ✓ Diaper Pails (2)

Before leaving at the end of the day:

1. **De-magnetize door!** (Black on top; Red on bottom)
2. Deadbolt front door
3. Charge check-in tablet (turn completely off; plug in, in Two's room; look for charging "lightning bolt")
4. Go out Two's outside door (make sure door closes securely behind you)

Indoor Play Area

- ✓ Toys all put away
- ✓ Big Wheels and bikes parked
- ✓ Everything sprayed (gates, play house, vehicles, picnic table, bins with toys (lids left off))

Mats and Blankets

- ✓ Mats sprayed after naps; placed on ends up to dry
- ✓ Blankets put back into individual bins

Cleaning Procedures:

In order to keep the preschool looking (and smelling) clean, everyone needs to pitch in. Teachers who leave before closing have 5-minute chores, as indicated on the chore chart hanging on the utility closet.

EVERYONE IS TO DAILY:

1. empty their own classroom trash and take the bag right out to the dumpster
2. empty their cleaning bottles and put them in the red pail in the utility closet (if they won't be used or needed for afternoon activities)
3. vacuum their classroom if/when needed, and empty vacuum container immediately after
4. make sure their desk/counter top is neat and organized
5. spray all plastic toys, table tops and chairs with sanitizing spray

Infant Teachers: Be sure to follow the cleaning/closer instructions that are posted. Sometimes, an infant arrives right at 7:30 a.m., so the Infant Room needs to be clean and ready to go!

Closing Duties:

Once the Extended Care group is smaller in the afternoon, one teacher should take the group into one of the classrooms and one of the teachers should do the following:

- 1) **Bleach bottles.** *Spray down bikes, toys and surfaces in big room before emptying all bottles. Gather all bleach bottles and empty in sink. Once they are emptied, place them in the red pail in the janitorial closet to be refilled in the morning.
- 2) **Diaper Pails.** Empty the diaper pails in both bathrooms and replace each liner.
- 3) **Trash Cans emptied.** Empty the hallway, kitchen, teacher's desk, and teacher bathroom trash cans (x2). Replace the liners (found under one of the kitchen cabinets).
- 4) **Vacuum.** Vacuum the Indoor Play Area, the hallway with the two sinks, and the back walkway between the 2 cubbies. Be sure to vacuum the entry door rug and the rug leading to the playground. And empty the vacuum container immediately after.
- 5) **Kitchen.** Make sure the tables have been wiped clean following the afternoon snack, the floor has been swept, and if needed, mopped. Mopping should be done at least every Friday in kitchen and bathrooms. Spot clean with the Swiffer wet mop in between full mopping.
- 6) **Indoor Play Area.** At 5:15 p.m., (the children can help with this)
 - a. All toys in the Indoor Play Area should be picked up and put away. (Check to make sure toys aren't being left in the cars and big wheels' seats).
 - b. The toy bins should be put back in the wood organizer.
 - c. All the bikes, cars and big wheels should be parked.
 - d. Spray down all gates, plastic big play pieces, and all toys in bins/tubs.

