**Last Update: 4/15/2025**

**St. Paul’s Lutheran Church**

**Preschool with Extended Care**

**St. Paul's Lutheran Church Mission Statement**

**St. Paul’s Lutheran Church glorifies God by Connecting people to Jesus**

**through teaching, serving, caring and telling!**

**Preschool Mission Statement**

St. Paul’s Lutheran Preschool with Extended Care provides a quality early childhood education program guided by Christian philosophy and doctrine and acts as a mission outreach of this congregation to the community.

**Preschool Philosophy Statement**

“The Preschool at St. Paul’s Lutheran Church will help meet the spiritual and educational needs of our member families and serve as an outreach to families in our community. It will teach and make disciples of the children God has entrusted to us. We believe children are valuable gifts whom God has forgiven through death and resurrection of his Son. Children learn best when they are taught in a Christ-centered environment that includes interaction with others, various learning experiences and a variety of educational methods.”

“Whoever welcomes one of these little children in my name welcomes me…”

Mark 9:37

**NLSA Self Study Report**

1700 Carridale St. SW

Decatur, AL 35601

Office Phone: 256-353-1353 Director Cell: 256-642-1587

Dear Employee of St. Paul’s Preschool:

We welcome you as a member of our staff, which is the most important job you could hold, that of a caregiver for young children. Our hope is that you will take this responsibility very seriously. Your employment here is a unique opportunity to shape the hearts and minds of young children.

We are blessed that parents of young children trust us enough to leave them in our care, and none of us can take that responsibility lightly. The gift of children is an awesome gift, and we must respect each of them as individuals and honor the trust parents have given us.

Here at St. Paul’s we operate as a TEAM. This team consists of our Pastor and his staff, the Parish Board of Education, and the Preschool Board. It is through the unity of our program that we can offer children and parents the very best childcare and education possible. It is our prayer that you will always do your best to make a difference in the lives of your students and their families.

Remember that we are Christ’s hands, feet, and mouth as we serve Him. “Let Others See Jesus in You,” as the old hymn goes.

In Christ’s Service,

Bethany Eze

Director

St. Paul’s Lutheran Preschool

**INTRODUCTION TO ST. PAUL’S LUTHERAN CHURCH AND PRESCHOOL**

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**Preschool Goals**

The goals of St. Paul’s Lutheran Preschool with Extended Care are to:

1. Provide a safe and nurturing Christian environment where children experience the love of Jesus.

2. Offer each child the opportunity to grow spiritually, emotionally, socially, physically, intellectually, and creatively through age-appropriate and play-based instruction.

3. Meet Pre-K standards to prepare older children for kindergarten.

4. Support parents and families.

Our preschool program strives to be a laboratory for young children to explore themselves and God’s world around them through experimentation and imagination and by using all their senses.

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**History of the Program**

St. Paul’s Lutheran Church initiated a Mother’s-Morning-Out program in the fall of 1991, and a preschool curriculum was introduced in the fall of 1995. Classes were held in the east wing of the campus prior to the addition of the Christian Life Center; in the fall of 2000, classes then moved to the educational wing of the new addition.

Seeking acknowledgement of the quality of our program as well as accountability to our community, participants and congregation, the Preschool began the rigorous national accrediting process by NLSA (National Lutheran School Accreditation) in 2008. Accreditation is a means to evaluate and improve our unique ministry as a Lutheran school not only in the quality of our academics and programs, but also, most importantly, in the spiritual dimension of our preschool. The Preschool was awarded accreditation on July 31, 2009, by NLSA, the second largest accrediting entity supported by more than 2000 schools. NLSA assures parents that a quality Lutheran school exists wherever NLSA accreditation is found.

While St. Paul’s Lutheran Preschool had met the needs of member families and families in the community by providing a half day preschool, there had been a barrier to enrollment for others due to the need for continued care before and/or after Preschool classes. With the educational emphasis of the Preschool’s core hours of instruction remaining central to the ministry of the Preschool, Extended Care was added in January 2013 and is offered to students who enroll in Preschool classes. The quality education and Christian teaching of our Preschool is maintained during these extended hours.

**Policy Authority – Preschool Advisory Board**

The St. Paul’s Lutheran Preschool with Extended Care Board, reporting to the Board of Education, sets and/or approves all policies regarding the Preschool.

**Duties of the Preschool Board**

Preschool Board responsibilities include but are not limited to:

1. Determine policies and procedures for operating and administering the program of the Preschool with Extended Care program.
2. Annually review the mission and purpose statements, as well as philosophy and vision.
3. Meet regularly to receive reports, to review and formulate policies, and to plan for continued development and improvement of the Preschool with Extended Care program.
4. Develop policies that support the daily management and operation of the program (e.g., enrollment, curriculum, discipline, staffing, health and safety, training, accreditation, legal, and finance)
5. Provide leadership in the process of re-accreditation with NLSA.
6. Assist in enlisting personnel to direct and teach in the program.
7. Organize efforts to involve congregational members and parents.
8. Report regularly to the congregation about Preschool with Extended Care activities
9. Perform an annual review of policies, statements, job descriptions, and handbooks for any modification.
10. Support the Director and staff in meeting and/or exceeding state requirements, as well as remaining current on trends and research in early childhood education.
11. Review short- and long-term goals of the program and recommend revisions and additions as deemed advisable.
12. Perform annual performance review of the Director.
13. Assure that annual performance reviews are conducted for all Preschool and Extended Care staff.
14. Assure that parent evaluations of the preschool program are conducted annually.
15. Be concerned with the physical and spiritual welfare of the Preschool and Extended Care staff, ensure their opportunities for professional development and training, and encourage and assist them in every way possible.
16. Ensure Lutheran distinctiveness through the support of Christ-centered education and the proper distinction of Law and Gospel
17. Prepare and submit an annual budget as requested by the Church Vestry
18. Provide support to effectively market the early childhood program.

**Personnel**

The Director is an employee of St. Paul's Lutheran Church and is responsible to the Preschool Board. The Director meets regularly with the Preschool Board and is responsible for the day-to-day operation of the Preschool. Together with the teachers, the Director plans a curriculum that is age-appropriate, Christ-centered, and faith-integrated and meets the stated mission of the Preschool program. The Director does not determine policy but ensures that procedures are being followed. The qualifications of the Director include prior experience and on-going training in early childhood education programs as well as certification in infant/child CPR.

Teachers are employees of St. Paul's Lutheran Church and are responsible to the Director. Under the direction and supervision of the Director, the teachers plan, implement, and evaluate the curriculum in accordance with the mission and philosophy of the Preschool program. Teacher qualifications include prior experience and on-going training in early childhood education programs as well as certification in infant/child CPR.

Aides, substitutes, and the clerical staff are employees of St. Paul’s Lutheran Church and are responsible to the Director. Under the direction and supervision of the Director, these staff members assist the teachers and Director in the day-to-day operation of the Preschool to meet the stated mission of the Preschool program.

Extended Care staff including the Supervisor and the classroom workers are employees of St. Paul's Lutheran Church and are responsible to the Director. Under the direction and supervision of the Director, the Extended Care personnel implement the before and after Core Preschool enrichment activities including naptime and supervised indoor and outdoor play in accordance with the mission and philosophy of the Preschool program.

**STAFF QUALIFICATIONS**

1. Director (must be at least 21 year of age)
2. Ministry
	1. Is a committed Christian.
	2. When hiring, priority will be given to a member of St. Paul’s Lutheran Church
	3. Attends worship regularly (3 times a month)
	4. Receives communion regularly
	5. Actively participates in church activities (VBS, Sunday School, etc.)
	6. Continues to grow in faith (classes, bible study, devotions, etc.)
3. Education
	1. General
	2. College Degree is preferred
	3. Minimum of 20 clock hours of training in administration and management.
	4. Minimum of 4 clock hours of training in quality childcare
4. Experience in at least one of the following:
	1. 120 clock hours of training (20 hrs each) in the following areas:
* Child development
* Health, safety and universal precautions
* Quality childcare and licensing
* The childcare professional and family
* Language development
* Positive discipline and guidance

 OR

1. A child development associate credential (CDA) or a certified childcare professional certificate (CCP) from the National Child Care Association, Inc (NCCA) and at least 12 months work experience in a child care center, preschool or other licensed care center as teacher or administrator.

OR

1. An associate’s degree in child development or early childhood education from a post-secondary school (tech, vocational, community, etc.) and at least 9 months of work experience as a child care worker/teacher or administrator.

OR

1. A bachelor’s degree in child development or early childhood education and at least 6 months working experience as a childcare worker/teacher or administrator.

B. Teacher (must be 18 years of age)

1. Ministry

* + 1. Is a committed Christian.
		2. When hiring, priority will be given to a member(s) of St. Paul’s Lutheran Church
		3. Attends worship regularly (3 times a month)

d. Receives communion regularly

e. Actively participates in church activities (VBS, Sunday school, etc.)

f. Continues to grow in faith (classes, bible study, devotions, etc.)

2. Education

a. Must have a high school diploma or GED

b. Each teacher must have a minimum of 12 hours of training in childcare and development through participation in workshops, meetings, videotapes, or one-on-one with an education consultant.

c. Training in childcare shall include at least one hour in each of the following areas:

- Child development

- Health, safety and universal precautions

- Quality childcare and licensing

- The childcare professional and family

- Language development

- Positive discipline and guidance

3. Qualifications

* + 1. Has great love for children and respect for all people
		2. Has expertise in early childhood education; be able to understand current trends and research relating to the growth and development of young children
		3. Exhibits good organizational skills and an ability to plan and implement the curriculum appropriately
		4. Is a good team member who has the ability to cooperate and partner with staff and families
		5. Is flexible; must be able to adapt to and accommodate a variety of situations and circumstances
		6. Has a desire to learn — a teacher must continually grow personally and professionally; show intelligence and imagination
		7. Is reliable — a teacher must be able to do the job; teaching requires a high level of integrity
		8. Understands current trends in early childhood education, development, guidance and behavior
		9. Indicates a willingness to network with other Lutheran schools and churches, other full-day early childhood programs and preschools, families, and members of the congregation.

C. Substitute/Classroom Aide/Clerical Aide (must be at least 18 years old)

* + 1. Be a committed Christian
		2. When hiring, priority will be given to a member(s) of St. Paul’s Lutheran Church
		3. Attends worship regularly (3 times a month)

d. Receives communion regularly

e. Actively participates in church activities (VBS, Sunday school, etc.)

f. Continues to grow in faith (classes, bible study, devotions, etc.)

2. Qualifications

* + 1. Have great love for children and respect for all people
		2. Is flexible; must be able to adapt to and accommodate a variety of situations and circumstances
		3. Have a desire to learn and grow personally and professionally; show intelligence and imagination
1. EC Supervisor (must be at least 18 years old)

1. Ministry

* + 1. is a committed Christian
		2. When hiring, priority will be given to a member(s) of St. Paul’s Lutheran Church
		3. Attends worship regularly (3 times a month)

d. Receives communion regularly

e. Actively participates in church activities (VBS, Sunday school, etc.)

f. Continues to grow in faith (classes, bible study, devotions, etc.)

2. Qualifications

* + 1. Has great love for children and respect for all people
		2. Is flexible; must be able to adapt to and accommodate a variety of situations and circumstances
		3. Has a desire to learn and grow personally and professionally; show intelligence and imagination
1. EC Staff (must be at least 18 years old)

1. Ministry

* + 1. Is a committed Christian
		2. When hiring, priority will be given to a member(s) of St. Paul’s Lutheran Church
		3. Attends worship regularly (3 times a month)

d. Receives communion regularly

e. Actively participates in church activities (VBS, Sunday school, etc.)

f. Continues to grow in faith (classes, bible study, devotions, etc.)

2. Qualifications

* + 1. Has great love for children and respect for all people
		2. Is flexible; must be able to adapt to and accommodate a variety of situations and circumstances
		3. Has a desire to learn and grow personally and professionally; show intelligence and imagination

**EMPLOYMENT**

 Employment by the Preschool is determined by student enrollment. Factors such as length of service and experience, as well as work performance and attendance, will be considered when staffing the Preschool. It is not possible to guarantee employment, however, every effort is made to secure enrollment to capacity and to expand our program to minister to as many children as we possibly can. We expect to have approximate information on what positions will be needed before the beginning of June based on pre-registration and finalized in July.

1. Non-Discrimination policy

St. Paul’s does not discriminate on the basis of race, color, national or ethnic origin. However, we do hire employees with a strong active Christian faith.

1. Screening

All employees will be screened through Fieldprint for both criminal and child abuse backgrounds. Fingerprinting will be required as well.

1. All employees are required to perform all, but not limited to, job functions described in their job description.
2. Probation Period

A staff member will be temporarily employed for 90 days as a probation period; the temporary staff member will have a 90-day review before being permanently hired.

1. Evaluations will be performed bi-annually.
2. Every attempt will be made to avoid placing a family member in a teacher’s classroom.
3. Dismissal
4. Dismissal can result if a staff member does not comply with school policies, support the programs of the school, or maintain acceptable work performance.
5. A verbal warning will be given at the first infraction to policies and procedures. If two verbal warnings are given, the third will result in a written warning. After two written warnings, the employee will be suspended or terminated.
6. Scheduling and Attendance
	1. Scheduled Staff Hours
		1. Teachers are required to be at school between 8:00am and 1:00pm.
		2. Extended Care workers are required to be at school between the hours of 7:00am - 9:00am and/or between the hours of 12:30pm - 5:30pm as scheduled or as student to staff ratios dictate.
		3. Teachers are scheduled to work 5 hours/day; if needed they may be scheduled an additional 5-10 hours for Extended Care.
		4. Teachers scheduled for Before Care will return to the classroom at 8:00am for prep time when relieved by an Aide for child supervision; if not relieved, then they will be given 45 minutes for prep at the end of their shift.
		5. When afternoon ratios allow for staff to be reduced, the afternoon EC staff is given priority to stay.
	2. Punctuality
		1. It is imperative that all staff be here on time; the preschool cannot function properly if staff is not in place.
		2. If you are going to be late, let the Director know as soon as possible.
		3. If you are sick, please contact the Director after 6:00am or the night before if possible.
	3. Personal Business
		1. Personal business should be handled before or after school, not while in attendance with children.
		2. Make every attempt to make personal appointments during your off hours.
7. Checking In and Out
	1. Staff members are required to check-in and check-out each day in the BW app and on paper in the Preschool Office.
	2. If you miss checking in or out, make every effort to do so or contact the Clerical Aide (in the mornings) or the EC Supervisor (in the afternoons) to complete the process for you.
8. Request for time off
9. Each staff member will attempt to find a substitute from the approved list of substitutes in the Director’s office; the Director must approve of the request for time off and substitute found.
10. If a teacher is unable to find a substitute, the Director will be responsible for either filling in for the teacher or finding an appropriate substitute if the request has been approved.
11. The teacher is responsible for providing guidance to the substitute regarding curriculum, materials needed, schedule of class time, lesson plans, etc.
12. Attendance Records
	1. The Director will review attendance records for all teachers and staff on Brightwheel and the paper timesheets. This will assist in accurate reporting for payroll, ~~vacations,~~ paid time off, illness, and other attendance issues.
	2. The Director will consider a staff consider Absenteeism and Tardiness as the inability to maintain acceptable work performance (see G. Dismissal).
13. Dress Code
14. While employed by the Preschool you should dress comfortably, yet appropriately (generally between casual and dressy casual).
15. Your use of discretion in style of apparel is essential to illustrate your professionalism as a teacher and caregiver, characterized by neatness, modesty, well-fitting garments, and a lack of distracting details.
16. The way you dress plays a key role in shaping first and ongoing impressions to the parents who are entrusting their children to you.
17. Clothing should be appropriate to engage children in all types of activities.
18. Clothing should be in good repair at all times and should be washed prior to each day to prevent the spread of infection.
19. Examples of appropriate and inappropriate clothing are:
20. Tops:
	* + OK: Slightly dressy tops, t-shirts or sweatshirts (graphics must be tasteful and appropriate).
		+ NOT OK: Sleeveless tops, tops showing cleavage
21. Bottoms:
	* + OK: Slacks, jeans, skorts/shorts to the top of the knee, yoga pants only under top to the knee
		+ NOT OK: Jeans with excessively frayed edges or holes, sweatpants
22. Shoes:
	* + OK: Most shoes  - NOT OK: Flip flops
23. Jewelry (not required to wear):
	* + - * OK: Most jewelry - NOT OK: Sharp or excessively long jewelry
24. Professionalism
25. All children, parents and visitors should be treated with respect, kindness, friendliness and patience.
26. Staff should refrain from gossip, loud talking and other unnecessary noise and from conduct that could disturb the program.
27. Let us remember what God says in His word about gossiping: “A gossip betrays a confidence, but a trustworthy (wo)man keeps a secret”. Proverbs 11:13
28. Confidentiality
29. It is against the interest of both the church and the school to give information regarding children and their families out to others. Such information should be held in strict confidence and should not be discussed with anyone outside the school.
30. Inside the school such information should be discussed only when it will benefit the care we offer the children and their families.
31. Refer any inquiries of children, their performance and parents to the director to address.
32. It is also contrary to the interest of those we serve to give out information regarding staff members.
33. All personal information should be discussed only if it will benefit staff.
34. Information regarding staff should not be discussed in front of children.
35. Personal business should not be discussed in the presence of children.
36. Confidential records are kept in a locked filing cabinet in the director’s office.

**WAGES AND BENEFITS**

1. Director Wages
	1. The Director is paid according to her education and experience as authorized by the Preschool Board.
	2. The Director is paid bi-weekly on a salaried basis of 30 hours per week.
	3. The Director follows the Church Staff Employee Handbook vacation/personal time off schedule.
2. Preschool Teacher Wages
	1. Teachers are paid according to their education and experience as authorized by the Preschool Board.
	2. Preschool teachers are paid bi-weekly based on actual hours worked according to their scheduled hours.
	3. Personal Time Off (PTO) is granted as the number of personal hours based on average hour worked of 20, 25, or 30 allocated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Years employed | Avg 20 hours worked | Avg 25 hours worked | Avg 30 hours worked |
| 2-5 years 50% - | 10 | 12.5 | 15 |
| 5-10 years 75%  | 12.5 | 17.25 | 22.5 |
| 10+ years 100% | 20 | 25 | 30 |

1. Substitute, Aide, Clerical Aide, and Extended Care Supervisor and Worker Wages
2. Subs, Aides, and Extended Care staff members begin at the base rate for their position.
3. Preschool teacher subs, aides, and extended care workers are paid bi-weekly based on actual hours worked according to their scheduled hours.
4. Preschool Employee Benefits
	1. Any staff member who works over 20 hours per week consecutively for more than 5 months will receive disability and retirement benefits.
	2. Employees are not to work more than 30 hours a week consecutively for more than 5 months unless they decline health care benefits due to existing coverage by spouse or parents on their CPS Worker enrollment or change forms.

**ORIENTATION AND TRAINING**

1. Before beginning work, the staff will have an orientation which includes the following as a minimum:
	1. Tour of the preschool and church campus.
	2. Meet with the pastor and other DCE to discuss unique needs and characteristics of the congregation.
	3. Introduction to the church secretary.
	4. Scope of services, activities, and programs offered by the school.
	5. Review of emergency first aid procedures, recognition of childhood illness, and indicators of child abuse.
	6. Review fire preventions measures and emergency evacuation plans.
	7. Review of licensing regulations.
	8. Review of policies regarding discipline, child abuse reporting, and handling of complaints.
	9. Review of School/Parental responsibilities.
	10. Review job descriptions.
	11. Review of this Staff Handbook.
	12. Review of the Parent Handbook.
	13. Provide and review a written curriculum guide.
	14. Provide a list of teacher resources, classroom supplies, and storage areas
	15. Downloading of and Introduction to the Brightwheel app.
2. The Preschool shall provide training for each staff member according to their job description. **SPECIFICS???**
3. Documentation for training shall be kept on file and available for inspection by representatives of the Licensing Authority; documentation may take the form of certificates and a training log with the date, hours spent in training, subject, and source of training.

**CLASSROOM POLICIES**

1. Scheduled Staff Hours
	1. Teachers are required to be at school between 8:00am and 1:00pm with paid prep time from 8:00-8:45am.
	2. Extended Care teachers are required to be at school with the children between the hours of 7:00am – 9:00am and again at 12:30pm until 5:30pm to maintain required student to staff ratios.
2. Child Supervision
	1. Student to Staff ratios must be maintained according to the age of the youngest child in the classroom.
	2. Classrooms are to have at least one adult present and will be held in areas visibly accessible by others; staff may notify the Preschool Office if they need to step out of the room or the aide in a nearby classroom may assist momentarily.
	3. The Director is to make random visits to all classrooms and be readily available.
	4. The windows of the classroom doors are to be uncovered where activities may be clearly seen if the doors are closed.
	5. If a teacher must assist a child in the restroom, the door to the restroom shall remain unlocked, or partially open, so as to allow access by another teacher, if necessary. Older children who do not require assistance in the restroom, should be given the privacy of being alone. If a child must use the restroom, every effort should be undertaken to avoid a situation which might appear inappropriate.
3. Classroom Schedules
	1. Schedules need to be followed for efficient use of the facilities.
	2. Children will come to recognize and be familiar with the schedules thus creating a pattern to their day.
	3. Children should be given time to clean up their areas before moving on to the next activity.
	4. Children’s belongings need to be packed up in their totes and their coats or jackets on by dismissal time.
4. Cell Phone Usage
	1. Cell phones will be required for use of the Brightwheel app.
	2. Cell phones will be required to maintain a contact for each child’s parent, as well as a text group of all children in the class, to be used in emergencies as outlined in various policies of this handbook.
	3. Personal Cell phone usage is for emergencies only.
	4. No bluetooth or “hands-free” devices are allowed.
5. Beverages in Classroom
	1. Beverages should be contained in a non-breakable container with a lid.
	2. The container should be kept out of reach of children.
6. Personal Business
	1. Personal business should be conducted outside the classroom and after Preschool hours.
	2. Family members or friends may stop by briefly but may not linger in the classroom during Preschool hours.
7. Televisions and Radios
	1. Televisions should only be used for learning purposes not for entertainment, lunchtime, or quiet time.
		1. Preschoolers ages 2 to 5 can watch up to 30 minutes of high-quality educational programming per day during Core Preschool and up to 15 minutes after naptime.
		2. TV programming is to be used as a tool to reinforce learning concepts taught in the classroom, such as colors, shapes, numbers, basic vocabulary, bible learning, and large motor movement.
		3. Well-selected programming can also expose children to different cultures and communities.
		4. As a learning tool in the classroom, television may be used for visual learning for those children who benefit from visual aids.
		5. Media must be free of advertising and brand placement.
		6. The television is not meant to be used as a “babysitting” tool in the classroom; it is meant to be used for educational purposes only.
		7. Teachers and staff must have titles and programs approved by the Director.
		8. A list of resources will also be provided to each classroom teacher and staff.
	2. Radios should play child-friendly or Christian music, not popular music.
8. Food Handling during Lunch and Snack Times
	1. Parents provide their children their lunch and drinks in appropriate cups, and may provide snacks if their child prefers food sent from home. If a child did not bring a lunch, then go-gurt pouches, fruit juice, whole grain cereal or crackers, and string cheese are offered.
	2. Teachers are to assist children in the opening of children’s lunch items if needed; otherwise, children’s lunches are to be self-served.
	3. The school provides breakfast at 8:00 am for those children present. Foods offered includes muffins or whole grain cereal; if the child did not bring a drink, then 100% apple juice is offered.
	4. The school provides an afternoon snack following naptime; Foods offered includes muffins or whole grain cereal; if the child did not bring a drink, then 100% apple juice is offered.
9. Maintenance and Cleaning
	1. Since all classrooms have multi-uses, cooperation is a must in the care of our facility.
	2. The janitorial staff will do the routine cleaning of bathrooms and vacuuming of floors.
	3. The Preschool Staff must ensure that classrooms are straightened, and messes, spills, crumbs and debris should be cleaned up as soon as possible.
	4. Trash must be tied up and placed in the central trash can in the hall.
	5. Furniture and toys must be sprayed down with disinfectant spray at the end of each day.
	6. The Director should be informed immediately of anything needing repair so that the church Trustees may be notified.
10. Using the Brightwheel App
11. Teachers will utilize Brightwheel to communicate monthly curriculum goals, special events, activities, and administrative messages to the entire classroom.
12. Teachers will utilize Brightwheel to communicate to parents of individual children about individual needs (such as sending more diapers or a spare change of clothes), concerns if absent or ill, send pictures of activities, achievements, or minor concerns (remember to always express 2 positive to balance each negative).
13. Teachers are to consult and possibly refer to the Director about the best way to address more major concerns.
14. The Director will utilize Brightwheel to communicate events and administrative messages that pertain to the preschool as a whole.
15. Teachers are to check-in any children present but not yet checked in on the Brightwheel app.

**RECEIVING AND DISMISSING CHILDREN**

1. Receiving Children
2. Children Arriving for Before Care
3. must be accompanied by their parent between the hours of 7:00am and 8:45am
4. must be checked in by their parent and taken to the gym or designated classroom.
5. Children Arriving for Preschool-Only and those needing Preschool with After Care
6. must be accompanied by their parent and may enter the building no earlier than 8:45am
7. must be checked in by their parent and escorted to their classroom.
8. Any Children arriving after 9:00am
9. must be accompanied by their parent
10. must be checked in by their parent and escorted to their classroom.
11. **Dismissing Children - Identification Check**
12. The preschool will only release a child to his parent, guardian, or those previously authorized ~~on their~~ in the Brightwheel app.
13. If someone not previously authorized in the Brightwheel app is to pick up a child, the parent is to be contacted to add them to the Brightwheel; a child will not be released to anyone until the parent is contacted and the authorization is made on the app.
14. For the safety and protection of the children, Preschool staff must ask the person picking up the child to show a picture ID if they are not familiar with the adult.

**DISCIPLINE**

1. When children are happy and involved, you should have few disciplinary issues.
	1. Our first course of action is to distract and redirect the child to another activity.
	2. Occasionally, however, we use a “time out” chair to encourage the child to think about his/her behavior; the recommended time out period is 1 minute per year of the age of the child.
	3. Our rule for the children is that “you may not hurt others as others are not to hurt you.”
	4. Children may not damage school property, toys or equipment.
	5. If discipline becomes an issue, a parent conference may be requested through the Director.
	6. The Preschool reserves the right to ask a child to leave the program if it becomes necessary.
2. If a child becomes out of control, contact the Preschool Office to assist in carrying the child from the classroom.
3. **We will NEVER spank, strike, drag, or pull a child from any situation**.
4. At St. Paul’s we have a zero-tolerance policy concerning appropriate tone and words used when speaking to children.
	1. We do not talk sternly or harshly to children in a “military manner.”
	2. We should speak in a gentle, loving manner yet with conviction.
5. Use more “Do” than “Don’t”.
	1. Using the word “do” instead of don’t is very difficult, especially for adults who already have the “don’t” habit. It is very difficult to break habits.
	2. Using “do” requires much practice. However, the improvement in your relationship with children will make it worth the effort.

Examples:

The Don’ts The Dos

Don’t yell Please use your inside voice

Don’t drag our coat on the floor Please hold your coat so that it doesn’t drag

Don’t slam the door Please close the door gently, softly please

Don’t squeeze the kitten Please hold the kitten gently

1. REMEMBER, we teach our children to be polite in daily communications.
2. We need to also remember to use PLEASE and THANK YOU for the children to model.

**SAFETY AND HEALTH**

1. Locked Facility Procedures
	1. All doors that provide access to the Preschool must remained locked during the Preschool hours of 7:00 am – 5:30 pm Monday through Friday .
	2. Signs will be displayed in bright colors on all doors that provide access to the Preschool saying

“**THIS DOOR MUST REMAIN LOCKED during the Preschool hours**

**Of** 7:00 am – 5:30 pm Monday through Friday.

This is for the protection of the Preschool children and teachers.

If you enter through this door during these hours,

please ensure that the door is closed securely and is locked behind you.

If you need assistance call (256) 353-1353. Thank you.”

* 1. The Director is to assure all doors remain locked before children are admitted:
		1. Tour the CLC and lock all Lobby doors, all Fellowship Room doors, all Kitchen doors, all YAC doors, the doors to the playground, and all ARC doors to assure they are properly secured.
		2. When ARC and Kitchen are being used, be sure to check all doors again when the function is complete (exercise classes on Tues/Thurs, etc).
	2. Exterior doors are “self locking;” however, to assure they are in full working order, check when entering and exiting to assure security.
	3. Lockdown drills will be performed monthly.
1. **Emergency Procedures**
	1. Impending or threatening weather conditions
		1. The safety of our families and staff members is of utmost concern to St. Paul’s Lutheran Preschool with Extended Care. Inclement weather decisions will be made with this in mind.
		2. Notification will be sent through the Brightwheel app regarding the Preschool’s decision concerning delayed opening, early dismissal, or closure as soon as it is possible after consulting with weather forecasting, Decatur City Police, and other early childhood programs as well as staff as to their ability to arrive to work safely.
		3. In the event that the Brightwheel app is out of service, communication will be attempted by text message.
2. Extended Care will open when it is safe for staff to come in; the Director will coordinate with scheduled staff.
	* 1. In the event of a tornado warning during school hours, our children and staff will gather in our “safe hall.”
			1. The walls of this hallway are constructed of reinforced concrete to serve as our tornado shelter. In the event of tornado damage, parents would be called and notified if we are unable to remain in the building. If telephone and cell phones are inoperable, parents should tune in to local broadcasts for emergency management instructions.
			2. Tornado drills shall be conducted in the fall and spring each year.
3. Fire
	1. There are designated exits for the classes to take depending on the location of the class in relation to the location of the fire. Students shall meet in the east grassy lot area in the event of a fire on the west end of the building; the meeting place in the event of a fire on the east end of the building shall be the west grassy area.
	2. Parents will be notified by the Brightwheel app if students are not able to return to the building.
	3. Fire drills shall be conducted monthly.

3. Evacuation from the Preschool premises

a. In event of an evacuation order, Parents shall be notified by the Brightwheel app and by a text from each child’s teacher of any details.

* 1. If relocation is ordered due to chemical spill or accident, parents shall immediately proceed to the Preschool to get their children. Any child remaining at the time of evacuation shall be transported by a staff member to our sister church, Christ Our Redeemer, at 721 Pickens Street in Hartselle. Parents are to meet their children at Christ our Redeemer; Parents should make contact with the staff by responding to the text issued.
	2. If relocation is ordered due to a Browns Ferry Nuclear Plant evacuation order, parents shall immediately proceed to the Preschool to get their children. Any child remaining at the time of evacuation shall be taken by a staff member to proceed along the evacuation route and parents are to follow the evacuation route to the designated location to join their children. Parents should make contact with the staff responding to the text issued.

4. Homeland Security Terror Code Red

a. Following the Federal, State, Decatur City Schools’ guidelines, the Preschool with Extended Care requires that parents come and pick up their children in the event that we are elevated to Code Red.

b. Staff members shall remain until all children are picked up.

x. The Preschool with Extended Care shall remain closed until the code level is reduced below Red.

1. **Health Procedures**
2. **CPR Training**
	1. All staff will be certified in infant/child CPR
	2. Certification training will be provided by the Preschool as soon as feasible upon hiring with
	3. Recertification training will be provided annually for all staff members.
3. **Injuries**
	1. Staff are required to complete an “Incident Report” for any incident/injury occurring under their watch.
	2. The form must be submitted to the Director or EC Supervisor immediately.
	3. The Director or EC supervisor must notify parents as soon as possible, either by the Brightwheel app or by phone call, depending upon the severity of the incident.
	4. Teachers are to follow-up with parents the following day and upon return of the child to school to ensure the child is comfortable.
4. **Blood borne Pathogens – Universal Precautions**
	1. Exposure Determination: All staff might be exposed to body fluids through administering first aid, toileting, snack time, and/or nose blowing, etc.
	2. Methods of Compliance.
	3. All staff are to wear latex gloves when administering first aid, helping with toileting, or cleaning up wherever body fluids are exposed.
	4. Latex gloves are available in each room, in the cabinet by the sinks.
	5. Surfaces exposed to body fluids are to be disinfected with bleach.
	6. Individual tissues will be used by the children and thrown into the trash after use.
	7. Students will be asked to wash their hands after excessive coughing, sneezing, and blowing their nose.
	8. Students are required to wash their hands after toileting.
5. Hepatitis B Vaccination
	1. This vaccination will be obtained by each teacher according to their personal physician’s advice and paid for by the Preschool.
	2. Exposure Reporting Procedures
		1. Records are to be kept documenting any staff member’s exposure situation.
		2. This record includes whether staff member received a free medical examination and follow up, and if staff member was offered the Hepatitis B vaccination.
	3. Universal Precautions will be taken by all staff members who might come into contact with blood and other body fluids and are to practice the following:
6. Hand washing
	1. After toileting children
	2. After handling body fluids of any kind
	3. Before and after giving first aid
	4. After cleaning up spills or objects contaminated with body fluids
	5. After taking off disposable gloves
7. Wearing Latex Gloves:
8. When in contact with blood or any body fluid
9. When staff or child to whom they are ministering have cuts, scratches, or rashes which cause breaks in the skin of their hands
10. When double-bagging cloths and/or materials used to administer first aid and/or clean up containing body fluids.

**CURRICULUM**

1. Curriculum development shall be an ongoing process at St. Paul’s Lutheran Preschool with Extended Care. The basic instruction program shall include statewide guidelines as outlined in Alabama’s Early Learning Guidelines. PreK-4 children shall follow the Alabama Guidelines for PreK-4.

Alabama’s Early Learning Guidelines address the following areas:

 1. Self-concept/Emotional development

 2. Social Development

 3. Language and Literacy Development

 4. Physical Development

 5. Cognitive Development

1. Our teachers use Cox Campus/Rollins Center Language and Literacy Program for our base curriculum, focusing on language, literacy, and vocabulary development skills children need later in school and life.
2. It shall be the responsibility of the Director, with input from teachers, to develop yearly learning themes for the Preschool with Extended Care.
3. All children at St. Paul’s Lutheran Preschool with Extended Care shall receive a total 30 minutes’ music instruction each week. Younger children shall have music twice weekly. Older children shall have music once per week.
4. Our religious curriculum is “One In Christ” published by Concordia Publishing House of the Lutheran Church Missouri Synod.
5. Children learn a new Bible Story weekly and each day the children are taught the story in a different way to incorporate the different learning styles of children. For example, they learn the story through hearing the story, acting the story out, making crafts related to the story, and by the end of the week we hope to have them able to answer guiding questions to help them tell the story themselves!
6. Bible instruction shall be included in each day’s plans. A Bible theme calendar shall be developed at the beginning of each school year so the program is consistent from class to class.
7. The Director, with input from staff members, determines what themes will be used during the year.
8. The senior Pastor or his designee shall use the week’s Bible theme as the basis for Chapel.
9. Bible instruction shall continue during the summer with special Bible themes offered each week.
10. Planning for the year includes Bible themes, unit studies and concepts, interest centers, and special celebrations with daily lesson plans submitted to the Director for review.
11. Lesson Plans
	1. Teachers are expected to keep up to date lesson plans in their rooms.
	2. The Director will spot check that plans are in place.
	3. Lesson plans need to be explicit enough so a substitute can use them when necessary.
	4. Teachers should not be working on lesson plans while children are in the classroom unless during naptime.
12. Request for materials
	1. Materials for most needs are kept in our storage room.
	2. Special requests may be made during staff meetings, or by informing the Director in writing or in person.
	3. Please plan ahead so you know what materials you will need – 2 weeks’ notice is necessary to order and ship items.
13. Assessments
14. Student assessments will be done in September and late April.
15. Copies will be sent home with a summary of the child’s results and an offer for a conference.
16. Teachers will make every attempt to keep the parents up to date on progress and successes and establish a joint action plan for their child together.

**PRESCHOOL TV POLICY**

1. Preschoolers ages 2 to 5 can watch up to 30 minutes of high-quality educational programming per 10-hour day.
2. **Teachers and staff shall have titles and programs approved by the Director**
	1. a list of resources will also be provided to each classroom teacher and staff.
	2. Media should be free of advertising and brand placement.
3. Television in preschool shall be used as a tool to **reinforce learning concepts** taught in the classroom, such as colors, shapes, numbers, basic vocabulary, bible learning, and large motor movement.
4. When using TV in a preschool setting, it shall be accompanied by interactive activities like discussions, questions, and related hands-on learning experiences.
5. The television shall not be used as a “babysitting” tool in the classroom,
6. The television shall not be used during meals and snacks where conversation should be encouraged.
7. Rationale:
8. According to most child development experts, preschoolers should have very limited exposure to television at school, with the American Academy of Pediatrics recommending no screen time for children under 2 years old and
9. only a small amount of high-quality educational programming for children ages 2-5,
	1. ideally watched with a caregiver and
	2. accompanied by discussion.
10. Well-selected programming can also expose children to different cultures and communities. As a learning tool in the classroom, television may be used for visual learning for those children who benefit from visual aids.
11. Excessive TV time can negatively impact their development and learning, often taking away from important playtime and interactive activities.
12. Excessive TV viewing can hinder crucial developmental skills like language acquisition, social interaction, and fine motor skills. Spending too much time watching TV can lead to reduced physical activity and potential health concerns.
13. Too much screen time can negatively impact a child's ability to focus and concentrate.

**STAFF CHARACTERISTICS AND JOB DESCRIPTIONS**

Staff members who are committed to the mission of the Preschool will share the Gospel of Christ, show Christian love, care for children, and possess a servant attitude.

## Characteristics of a Christian Early Childhood Educator

A quality educator:

* Has faith in Jesus Christ as Lord and Savior.
* Maintains and professes a strong personal relationship with God
* Shows Jesus’ love in words and actions to all people
* Nurtures personal faith through the study of God’s Word
* Verbalizes the Lutheran theology of grace and the importance of the Sacrament of Baptism
* Values and participates in professional development
* Displays a positive self-image
* Respects children and their families
* Interacts with others in a professional manner
* Is in good physical and mental health
* Listens actively
* Shows a willingness to be a life-long learner
* Demonstrates patience
* Offers prayers and support for those in need
* Understands and collaborates with the ministry teams
* Honors children
* Sufficient skills to fulfill the responsibility of their position.

**JOB DESCRIPTION FOR DIRECTOR**

Responsible to Preschool Board Chairman

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

The Director will:

1. Be a committed Christian and member of the congregation.

2. See his/her role as a calling for ministry, understanding the mission of the church, school and childcare ministries.

3. Be ready and able to share the Gospel and personal faith with children, parents and staff through words, action and attitude.

4. Be a positive, caring person, liking and valuing children of all ages.

5. Maintain Red Cross first aid and child and infant CPR certification every 2 years.

6. Keep a current TB test (every 3 years) and physical (every 2 years) on file.

7. Be on-site for a minimum of six hours per day.

ADMINISTRATIVE RESPONSIBILITIES

The Director will:

1. Complete all necessary state-required forms and documents and meet with state licensing consultants upon request. Communicate with consultants as well as the health department about all aspects of the program.

2. Prepare, update and distribute the parent handbook, which must include policies on attendance, fees, admission, discipline, program schedule, the general philosophy and goals.

3. Plan and schedule administrative responsibilities.

4. Schedule the use of shared classroom space, gym and equipment.

5. Plan the yearly calendar to include days and times the Preschool with Extended Care will be open.

6. Report to the Preschool Board regularly on the progress of the program, concerns, needs, budget and staff evaluations.

7. Follow and implement the congregation’s personnel policies and procedures handbook.

8. Ensure that all state requirements are met or exceeded.

9. Maintain advertising and public relations programs to promote enrollment.

10. Communicate with parents through the Brightwheel aapp nd or other form of communication about the program or their child’s progress within the program. Be ready to share personal faith when appropriate.

11. Communicate with families about the exceptional behavior of children in order to work together in the best interest of the child. Make decisions about exclusions and inform parents.

12. Maintain a waiting list.

FISCAL RESPONSIBILITIES

The Director will:

1. Establish and operate within a budget.

2. Purchase equipment and supplies, keep all receipts and accounting for all monies spent or received and turn in records to the business manager.

3. Keep inventories of supplies and equipment.

4. Arrange for custodial care of the center.

5. Manage supplies, replacing equipment and stocking supplies as needed. Ask for donations when appropriate.

6. Maintain records of children’s attendance and bill accordingly.

7. Keep records of payments and work with delinquent families.

8. Provide financial reports to the Preschool Board.

9. Provide year-end tax information.

STAFF MANAGEMENT

The Director will:

1. Supervise the planning and implementation of the daily program in each classroom, which includes Bible-based and age-appropriate activities.

2. Train, schedule, supervise and evaluate lead teachers, aides, and extended care workers.

3. Plan staff meetings and participate in staff development. Be open and honest with staff, praising and encouraging as well as confronting problems with empathy and compassion.

4. Meet with lead teachers at least monthly for planning and problem solving.

5. Arrange for substitutes when needed.

6. Keep employee files current, including confidential forms, criminal record checks, TB tests, physicals and Red Cross certifications.

7. Maintain proper adult-child ratios and enrollment for space provided at all times.

8. Maintain proper fire and tornado drills, ensuring proper recording.

9. Encourage staff members to attend worship regularly

10. Conduct short, daily staff devotions and prayer times

CHILD MANAGEMENT

The Director will:

1. Encourage registration and enrolling children, keeping health and registration forms updated.

2. Familiarize parents with the center and its policies.

3. Speak to children about exceptional behavior.

4. Familiarize him or herself with all children in the program and their families to better serve the needs of each individual family.

5. Communicate with staff about the growth and development of each child in the program.

6. Learn about LCMS structure, organizations and agencies that serve as helpful resources (district early childhood consultants, Lutheran Education Association, Concordia Publishing House, etc.).

PERSONAL CHARACTERISTICS

The Director will:

1. Have experience in working with children of all ages.

2. Be flexible and emotionally stable.

3. Attend church and school of discipleship classes regularly.

4. Display abilities in planning and coordinating programs.

5. Display abilities in supervision.

6. Demonstrate initiative and competence in working effectively without close supervision.

7. Have a genuine love for families.

**JOB DESCRIPTION FOR TEACHER**

**RESPONSIBLE TO: DIRECTOR**

THE PURPOSE OF THE POSITION IS TO:

1. Teach the Word of God and particularly the Gospel message of Jesus Christ as our crucified and risen Savior.

2. Assist the Director in establishing a Christian learning environment in the preschool.

3. Serve as a role model to fellow teachers, prospective teachers, and the learning community.

4. Work with the children and their families to assist them in becoming responsible members of the body of Christ.

5. Teach the required curriculum for the assigned age level(s).

6. Value and respect the individual worth, dignity, and God-given talents and abilities of each individual student.

7. Support and carry out the mission of the preschool.

ACCOUNTABILITY IS TO THE:

1. Preschool board

2. Director

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.

2. See his/her role as a calling for ministry, understanding the role of the mission of the Early Childhood Center.

3. Understand that the lead teacher’s first priority is to “teach” the children about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.

4. Be a positive, caring person with enthusiasm for caring for children.

5. Attend all staff meetings, attend workshops and seminars whenever possible, and log at least 12 training hours each year.

6. Maintain Red Cross first aid and child and infant CPR certifications.

STAFF MANAGEMENT

1. Plan yearly, monthly and weekly goals and objectives in written form; have the goals/lesson plans approved a month in advance by the director.

2. Maintain inventory of equipment and supplies.

3. Based upon the lesson plans and inventory, plan for and request materials and supplies by the 25th of each month.

4. Supervise and/or prepare materials for each day’s activities.

5. Support other staff by being a positive role model and providing guidance when working with each other and children.

6. Meet with other staff (within the room or between shifts) for planning and problem solving.

CHILD MANAGEMENT

1. Develop daily lesson plans based upon yearly focus, state learning objectives and individual needs of children as assessed through the Ages and Stages Questionnaires (ASQs); submit in written form to the director a month in advance; keep written curriculum available for substitutes; post a copy of the lesson plans on the bulletin board outside the classroom.

2. Supervise the management of the classroom schedule.

3. Supervise maintenance of attendance records in the classroom.

4. Maintain lunch and snack records daily.

5. Execute and maintain records for fire, tornado and lockdown drills.

6. Follow positive discipline policies as outlined in the staff manual.

7. Periodically assess and evaluate the growth and development of each child.

8. Help prepare, serve and clean up snacks for the children.

9. Serve, supervise and participate in family-style lunch with the children.

10. Set up cots and monitor children during rest times.

11. Directly supervise children outside.

12. Keep track of children’s clothing and assist children in doing so.

13. Supervise children as they take care of personal toileting needs.

14. Administer first aid when necessary, as trained; report all accidents/incidents on appropriate forms.

15. Administer medicine as prescribed and sign off on medicine forms.

16. Keep room neat and orderly; give attention to unassigned areas, such as corridors, staff room and storage closets, and report any problems to the director.

17. Maintain open, honest, respectful communications with parents, plan for conferences when necessary; communicate with parents regarding exceptional behavior, accidents, illnesses and discipline.

18. Call the director in a timely manner when ill.

19. Be punctual.

20. Become familiar with the staff manual.

PERSONAL CHARACTERISTICS

1. Have stamina, both physical and emotional, to work with young children.

2. Display abilities in planning, coordinating and implementing lesson plans.

3. Demonstrate initiative and competence in working effectively without close supervision.

4. Have a genuine, Christ-like love for children.

**RESPONSIBILITES TO CARRY OUT THE SCHOOL’S MISSION:**

Nurturing:

1. Communicate effectively with the students, commending and reinforcing good conduct and achievement on the part of the students.

2. Use wholesome motivational techniques that produce the desired learning environment.

3. Maintain effective Christian discipline in the classroom as outlined in the preschool handbook.

4. Counsel students individually, when necessary.

5. Demonstrate in a variety of ways genuine care and concern for students.

6. Respect and celebrate the cultural diversity of students.

7. Demonstrate enthusiasm for teaching and learning.

8. Encourage critical thinking, life-long learning, creativity and risk taking.

9. Promote a strong Christian relationship among fellow staff members.

10. Maintain an environment that is Christ-centered, positive, supportive, nurturing and challenging.

Educating:

1. Relate instruction to the Christian objectives of the preschool.

2. Develop and communicate effective long-range and short-range (daily lesson plans) planning for classroom instruction.

3. Use appropriate procedures to evaluate student attendance and achievement.

4. Maintain adequate records of student achievement and other required data.

5. Complete record-keeping procedures.

6. Train and supervise aides and volunteers when appropriate.

7. Be willing to grow professionally through educational readings, attendance at workshops or participation in graduate-level courses according to the continuing education policy.

8. Adopt lessons to meet individual student needs.

9. Create and implement developmentally appropriate lessons for a varied range of student needs.

10. Implement best practice strategies in instruction, technology and assessment.

11. Teach for mastery.

12. Create lessons that are student-centered, based in content, stimulating, innovative, enhanced with appropriate technology, inquiry-based and fun.

13. Participate in at least one professional organization in addition to the Lutheran Education Association (LEA).

14. Employ a variety of assessment methods (work samples, anecdotal records, portfolios, etc.).

Witnessing:

1. Keep the classroom appearance interesting, stimulating, neat and pleasant.

2. Be involved in the worship life of the parish and, if at all possible, become involved in some parish activities.

3. Seek to continually grow spiritually through Bible study and prayer.

4. Conduct oneself as a professional educator at all times.

5. Conduct oneself as the preschool’s public relations voice at all times.

6. Integrate Christian ethics, principles and doctrine into all subject areas.

7. Verbalize the Law and Gospel in the manner of Christ Himself.

8. Take every opportunity to witness one’s faith to children and parents to encourage faith development and worship attendance.

Serving:

1. Communicate regularly with parents in written form, electronically and personally.

2. Assist with special preschool programs, religious services, projects and extracurricular activities as assigned.

3. Be responsible for playground, hallway, gym, and other supervision duties as assigned by the Director and/or early childhood director.

4. Attend faculty meetings, teacher conferences, department meetings, PTL meetings, faculty devotions and congregation meetings.

5. Maintain a substitute teacher folder that contains the daily schedule, class list and materials used.

6. Abide by preschool policies as listed in the Policy Manual.

7. Conduct parent conferences and orientation meetings at the times designated.

8. Participate in activities and programs sponsored by the class/department/preschool during and after preschool hours.

9. Commit to students and their learning, and provide appropriate, timely and constructive feedback to students.

10. Work collaboratively for the benefit of all students in the preschool.

11. Manage classroom funds responsibly with administrative approval.

**JOB DESCRIPTION FOR TEACHER’S AIDE**

**RESPONSIBLE TO: LEAD TEACHER/DIRECTOR**

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.

2. See his/her role as a calling for ministry, understanding the mission of the center.

3. Understand that the aide’s first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.

4. Is a positive, caring person with enthusiasm for caring for children.

5. Attend all staff meetings, seminars and workshops whenever possible.

6. Maintain Red Cross first aid and child and infant CPR certifications.

STAFF MANAGEMENT

1. Support other staff by being a positive role model, treating others with respect and care.

2. Meet with other staff when asked, for planning and problem solving.

CHILD MANAGEMENT

1. Assist in implementing the classroom schedule.

2. Assist in executing fire, tornado and lockdown drills.

3. Follow positive discipline policies as outlined in the Staff Training Manual.

4. Help prepare, serve and clean up morning and afternoon snacks.

5. Serve, supervise and participate in family-style lunch with children.

6. Assist in setting up cots and monitoring children during rest time.

7. Directly supervise the children’s outdoor activities.

8. Keep track of children’s clothing (e.g., jackets, coats, boots).

9. Supervise bathroom and help as needed.

10. Administer first aid when necessary; assist in reporting all accidents/incidents on appropriate forms.

11. Keep the room neat and orderly by fulfilling cleaning assignments; give attention to unassigned areas like corridors, staff room, restrooms and closets; report any problems to the director.

12. Maintain open, honest, respectful communication with parents; communicate with parents regarding exceptional behaviors, accidents, illnesses and discipline.

13. Call the director in timely manner when ill.

14. Be punctual.

15. Become familiar and comply with policies in the staff manual.

PERSONAL CHARACTERISTICS

1. Have stamina, both physical and emotional, to work with young children.

2. Demonstrate initiative and competence in working effectively without close supervision.

3. Have genuine Christ-like love for children.

**JOB DESCRIPTION FOR CLERICAL AIDE**

**RESPONSIBLE TO: DIRECTOR**

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.

2. See his/her role as a calling for ministry, understanding the mission of the center.

3. Understand that the aide’s first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.

4. Is a positive, caring person with enthusiasm for caring for children.

5. Attend all staff meetings, seminars and workshops whenever possible.

6. Maintain Red Cross first aid and child and infant CPR certifications.

STAFF MANAGEMENT

1. Support other staff by being a positive role model, treating others with respect and care.

2. Meet with other staff when asked, for planning and problem solving.

CHILD MANAGEMENT

1. Open up the preschool at 6:45 AM
2. Monitor the security cameras for parents arriving with children and for suspicious activity.
3. Meet parents at the door to receive or dismiss children; verify that only authorized pickup persons are checking out children (see Receiving and Dismissing Children).
4. Check the Brightwheel app for any Preschool-Only or EC After Care-Only children arriving before 8:45am; inform the parents that they are to wait until 8:45 to escort their children to the classroom.
5. Monitor the classroom Check-ins for proper Student to Staff ratios and inform the Director if adjustments are needed.
6. Receive any ill children and take their temperature; inform the Director to notify the parents.
7. Receive and supervise any disruptive children needing time-out; notify the Director if needed; return them to the classroom calm.
8. Be prepared to sub in the classroom if the scheduled staff is late or ill until a sub may be found.
9. Observe classrooms in order to see if any assistance is needed by teachers.
10. Complete tasks as instructed by the Director
11. Distribute papers/orders or anything that needs to go out to teachers

CLERICAL RESPONSIBILITIES

1. Prepare the afternoon Nap List of the children present and submit to the Director to ensure Student to Staff Ratios are maintained by age with the staff as scheduled and to the EC Supervisor for administration.
2. Coordinate morning substitutes with the director in order to staff classrooms appropriately
3. If afternoon ratios allow for staff to be reduced, the Director may send home before nap time any additional Teachers scheduled but not needed (afternoon EC staff is given priority to work their shift);.
4. Generate, create, and produce copies of nap list/attendance sheets/time sheets as instructed by the Director.
5. Laminate, make copies, and assist with tasks needed by the teachers
6. Open up all packages/orders and put away items
7. Pick up mail in the Church Office

**JOB DESCRIPTION FOR EXTENDED CARE SUPERVISOR**

**RESPONSIBLE TO: DIRECTOR**

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.

2. See his/her role as a calling for ministry, understanding the mission of the center.

3. Understand that the EC Worker’s first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.

4. Is a positive, caring person with enthusiasm for caring for children.

5. Attend all staff meetings, seminars and workshops whenever possible.

6. Maintain Red Cross first aid and child and infant CPR certifications.

STAFF MANAGEMENT

1. Support other staff by being a positive role model, treating others with respect and care.

2. Meet with other staff when asked, for planning and problem solving.

3. Verify that all staff leaving at 1:00 has checked out on the sheet and in the Brightwheel app; check out any staff who have forgotten to do so.

CHILD MANAGEMENT

1. Monitor the security cameras for parents arriving for pick-up and for suspicious activity.
2. Meet parents at the door to receive or dismiss children; verify that only authorized pickup persons are checking out children (see Receiving and Dismissing Children).
3. Check the Brightwheel app and classrooms for any Preschool-Only or EC Before Care Only children still present; contact parents at 1:15 if they have not been picked up; notify parents of the Late Pickup Charge and send a message to Admin the Brightwheel app so that the charge may be invoiced.
4. Monitor the classrooms for proper Student to Staff ratios and make adjustments as needed.

CLERICAL RESPONSIBILITIES

1. Maintain inventory of office equipment and classroom snacks and supplies.
2. Prepare, submit, and file purchase requests for office supplies and classroom snacks and supplies.
3. Ensure classroom snacks adhere to the Nutrition Plan Policy.
4. Receive shipments and attach shipping receipt to the purchase request on file.
5. If afternoon ratios allow for staff to be reduced, inform any additional Teachers scheduled but not needed that they may leave as the afternoon EC staff is given priority to stay.
6. Monitor the afternoon staff for hours worked by teachers for fairness in the EC time by teachers; report to the Director for awareness.

**JOB DESCRIPTION FOR EXTENDED CARE WORKER**

**RESPONSIBLE TO: DIRECTOR / EC SUPERVISOR**

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.

2. See his/her role as a calling for ministry, understanding the mission of the center.

3. Understand that the EC worker’s first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.

4. Is a positive, caring person with enthusiasm for caring for children.

5. Attend all staff meetings, seminars and workshops whenever possible.

6. Maintain Red Cross first aid and child and infant CPR certifications.

STAFF MANAGEMENT

1. Support other staff by being a positive role model, treating others with respect and care.

2. Meet with other staff when asked, for planning and problem solving.

CHILD MANAGEMENT

1. Assist in implementing the classroom schedule.
2. Assist in executing fire, tornado and lockdown drills.
3. Follow positive discipline policies as outlined in the Staff Handbook.
4. Help prepare, serve and clean up morning and afternoon snacks.
5. Assist in setting up cots and monitoring children during rest time.
6. Directly supervise the children’s outdoor activities.
7. Keep track of children’s clothing (e.g., jackets, coats, boots).
8. Supervise bathroom and help as needed.
9. Administer first aid when necessary; assist in reporting all accidents/incidents on appropriate forms.
10. Keep the room neat and orderly by fulfilling cleaning assignments; give attention to unassigned areas like corridors, staff room, restrooms and closets; report any problems to the Director/EC Supervisor.
11. Maintain open, honest, respectful communication with parents; communicate with parents regarding exceptional behaviors, accidents, illnesses and discipline.
12. Call Director in timely manner when ill.
13. Be punctual.
14. Become familiar and comply with policies in the staff handbook.

PERSONAL CHARACTERISTICS

1. Have stamina, both physical and emotional, to work with young children.

2. Demonstrate initiative and competence in working effectively without close supervision.

3. Have genuine Christ-like love for children.