

Teacher Duties and Responsibilities

Classroom Management and Activities

Policies:

1. A teacher will be in the room at all times. (Call for help when necessary) The children are your responsibility. NEVER LEAVE THEM ALONE.
2. Maintain each classroom in a neat, orderly manner. You are responsible for your room being neat at the end of each day Children are to be kept as clean as possible. Be sure noses are wiped, and hands and faces are clean.
3. Teachers are responsible for the care of toys, books, and equipment. Do not let allow misuse by children.
4. Cell phones are to be used outside school operation hours or on breaks only. This applies to outgoing and incoming calls alike.
5. Teachers are not to use class time for lesson preparation, as this time should be devoted to the children.
6. Take class attendance daily and turn forms in to the Director as forms are completed.
7. Know your children! Be sure to check your list for known allergies.
8. Release the children only to the parent or people listed on registration form.
9. Submit items to be laminated to the Director or Assistant Director. Allow several days for the project to be completed.
10. Copier
 - Submit copies to be made at least 2 days before you need them.
 - All notes to parents need to be approved by the Director or Assistant Director.
 - Please keep worksheets to a minimum. Remember to let the child be creative and express his/her own uniqueness.
 - Construction paper cannot be used in copier. However, we do have a wide range of colored copy paper available.

Discipline/Guidance

The basic philosophy and policy at the WEE School is that children need positive guidance rather than punishment. Children are learning to develop their own inner controls, and it is the responsibility of the staff to guide them in this process. Limits (the rules of the classroom) are explained to the children and applied consistently. When children overstep these limits, positive guidance techniques are used. These include redirection to another activity or brief separation (time-out) from the current activity. If separation is used, the child should remain in the vicinity and determine when he/she is ready to rejoin the activity. The teacher's first obligation is to his/her class. Remember that God is a guest in our rooms at all times; act and speak accordingly.

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding, and
3. Directed toward teaching the child acceptable behavior and self-control.

A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements, and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be **NO** harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps or toilet training
3. Pinching, shaking or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting or yelling at a child
7. Subjecting a child to harsh, abusive or profane language
8. Placing a child in a locked or dark room, bathroom or closet with the door closed, and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age]

Discuss severe or continued problems with the director. The Director may dismiss a child for continued misconduct.

Arrival and Departure

The doors will be unlocked and the students will be allowed in the classrooms no earlier than 8:55 a.m. Parents must sign their child in and out each day on the Sign-In/Out Sheet. All children should be sent home reasonably clean. Any child not picked up by 2:40 a.m. should be taken to the Director to make pick-up arrangements.

Greeting Children

Children are to be addressed by their names and warmly greeted with a smile when they enter the class.

Classroom Schedules

A daily activity schedule is developed for each class. This is to be posted by the door. Any changes to the schedule are to be posted for the parents. The schedule provides balance between quiet/active, large muscle/small muscle, and child initiated/staff initiated activities.

Curriculum/Schedules:

Make your monthly calendar according to the curriculum calendar given. Monthly calendars are due the Thursday before the last school day of the month.

1. Our Curriculum Standard - In striving for age appropriate academic excellence, we endeavor to make each day Christ-centered and Bible oriented. Whether studying farm animals, community helpers, space, fish or Texas, we incorporate Bible truths (includes memorizing Bible verses). We want to help each child understand that God loves us and that He is involved in all we do.
2. Submit your supply list at least 1 week before items are needed.
3. The calendar of events and daily schedules need to be followed and only changed with the ~~director~~ or Assistant Director's approval.

Curriculum/Lesson Plans

Our goal for all children is to work with them at their individual developmental level and to enable them to reach their full potential. The school seeks to help each child develop socially, emotionally, physically, cognitively, and spiritually. Children learn by actively exploring their environment. Each classroom is set up with learning centers. In order to assure continuity of the planned program for each classroom, weekly lesson plans must be made available for the Assistant Director to review and for substitutes to use. Lesson plans are to be ready for review by Thursday of each week. Lesson plans are to be developed around the units for each age level. Learning centers are to be enhanced weekly and are to correlate with the unit themes or to encourage the development of specific skills. One hour a day is allotted for lesson preparation.

Guest Speakers

Guest speakers, with the approval of the Assistant Director, can be used to bring variety and enrichment into the classroom. Some guest speakers are used school-wide and others only with a particular class or age level. Ideas for speakers include community helpers, musicians, parents, other teachers, etc.

Classroom Information

Each classroom needs the following items posted in the room:

- Classroom Schedule
- Evacuation Notice
- Chart for nap mats
- Monthly Calendar
- Diet restrictions and allergies of the children in the class
- Attendance chart

Treats

Treats are not to be used as a reward for performing routine tasks.

Snacks

Snacks are served on a napkin in the morning. The tables must be sterilized by following the 4-step sterilizing procedure per Minimum Standards. Children and teachers are to wash their hands before snack time. Snacks may be served as a "learning center" or a group activity. If the class eats snacks together, the teacher is expected to sit with the children at the table to encourage conversation and social exchange. Children are to be encouraged to help in serving and cleaning up the snack.

Lunch

Prior to lunch, children and teachers are to wash their hands.

Lunch is served with the children sitting at the table together enjoying conversation.

Children should be encouraged, but not forced, to take a tasting bite of each food.

Children are to eat the food they bring in their lunch box. Food may never be used as a reward or a punishment for a child's behavior.

Diet Restrictions

Teachers are responsible for adhering to all diet restrictions and allergies of the children in their class. The parents and the enrollment forms will communicate these when a new child enrolls in your class.

Classroom

Teachers, need to foster an atmosphere in which the children feel "at home" yet, recognize the need to take care of their room and equipment. Children will feel pride in "ownership" if they learn to use their equipment in the correct way and take care of their surroundings.

Room Check List

1. Paint supplies (brushes, containers, smocks, and easels) need to be left CLEAN and put away, not left in the sink.
2. The sink in the classroom needs to be cleaned and the cabinet wiped at the end of each art/cooking activity.
3. Blocks are to be placed in an orderly fashion.
4. Homeliving items are to be returned and placed in an orderly fashion.
5. Tabletops should be wiped each morning and also each afternoon and before and after eating.
6. Appliances, dishes, and utensils are to be thoroughly washed and returned to proper places.
7. Books, puzzles, recordings, tapes, folder games, and unit items are to be returned each Thursday to storage areas or to the office.
8. Return unused supplies to the resource room.
9. Wall use is to be approved by the director with the coordination of the Preschool Council.
10. Sand/water tables are to be left clean and empty on Thursdays.
11. Cubbies need to be empty at the end of the day.
12. Closets and cabinets are to be left clean, organized, and neat.
13. Tables and chairs are to be free of food and art materials.

Teachers are responsible for notifying the Director or Assistant Director in writing if any items in the classroom are in need of being cleaned or repaired.

Supplies

Classroom materials should be on open shelves, accessible to the children. Weekly rotation of toys and equipment is encouraged in order to provide a variety of opportunities for the children and to effectively utilize the equipment. All materials must be returned to the proper storage area and stored appropriately. Any equipment in disrepair or with missing parts/pieces is to be reported to the director or assistant director. Requests for supplies or new equipment are to be made in written form to the director on the weekly supply list.

Resource Rooms

All equipment and unused supplies must be returned to the proper place. Please help keep our resource rooms and cabinets neat.

Attendance Records

Licensing standards require that the school maintain daily attendance records for all children in the program. These records are kept on file in the office for a six-month period. Attendance sheets are to be filled out daily. Give the attendance form to the director when complete.

Clean-Up Time

Children should be encouraged to help clean up the toys in order to learn responsibility for the orderliness of the room. Toys need to be returned to their proper places. Puzzles need to be worked and all pieces accounted for. Manipulatives and games need to have all pieces and should be put in their containers ready to be used the next time. In the Infant and Toddler areas, all toys and equipment must be sanitized with bleach water on a daily basis.

Nap Time

Children have a regularly scheduled naptime. A list of mat assignments is to be posted. Children need to keep their shoes on during naptime. Children are not to be taken to another room for a nap as a punishment. Not all children will sleep; however, all must rest. Naptime is adjustable to the age of the child. Soft soothing music is encouraged at naptime.

Outdoor Play

Outdoor play will be at scheduled times in 20 minute increments. Two or more teachers are required to provide supervision at all times. A walkie-talkie and the first aid kit must be with you when going outside with your class. Teachers need to plan activities and interact with the children while on the playground. Important learning takes place there.

It is not a break period. If classroom equipment is taken outdoors, it must be returned at the end of the day. A teacher must accompany a child who needs to use the restroom at playground time. The playground is to be kept litter-free. Notify the Director of any ant beds, broken equipment, or sharp edges, etc. Return toys to storage containers when leaving the playground.

Playground Rules:

1. The sand needs to remain in the sand areas.
2. Sand toys stay in designated areas.
3. Rocks stay in rock area.
4. Children may slide on their bottoms with feet first but never head first or on feet. DO NOT ALLOW THE CHILDREN TO CLIMB UP THE SLIDES!
5. Children under the age of 5 cannot play on the vertical poles.
6. Teachers must be spread out watching children at all times.

Media Guidelines

Schedule equipment to make sure it is available when needed. Media presented to the children may be used as a special feature in your curriculum or inclement weather days. All media viewed or heard by the children should be appropriate and approved by the director or assistant director. Only G rated movies may be shown. Whenever media is in use, an optional activity (such as coloring, books, playdough, etc.) will be available to the children. No child is required to view the program. The media supplies should be returned before leaving for the day.

Visitors

Visitors during the WEE School hours must sign in at the WEE School office and receive a visitor sticker. Parents are welcome to visit their child's room. Activities should be disrupted as little as possible. Teachers are to continue with their regular classroom responsibilities and focus on the children. If a parent needs to have a conference, arrange a time away from the classroom. Employees should be careful not to divulge confidential information about children and their families. Do not discuss a child's behavior in the presence of other children or other parents. Visitors are never to be left alone with the class unless a background check is on file in the office.

Parent Communications**Orientation/Open House**

The WEE School has Parent Orientation at the beginning of the fall term. All teachers are required to be present in order to give information to the parents about their child's classroom.

Daily Communication

Daily contact with parents is an important link between families and the church and WEE School. It is important that communications are sincere, responsive, and professional. Employees should be prepared to answer parent's questions or, if appropriate, refer them to the Director.

Employees are to be alert to the special needs of our families and are to relay information about illness, hospitalization, death, etc. to the Director or Assistant Director.

Teachers are to make provision for ongoing communication with families. Teachers are encouraged to telephone or to write notes frequently to establish good rapport with parents. This will help prevent "hallway conferences" when their full attention is to be given to the class or when a child is listening. Either a child's parent or a teacher may initiate a conference.

The Director or Assistant Director must clear all notes or letters going home to parents.

Teachers of infants and toddlers are to use the Daily Report Forms to inform parents of the highlights of the day in the classroom. These notes are to be given to the parents each day as they leave.

Progress Reports/Assessments

The results of a child's developmental assessment are to be shared with parents through written progress reports and /or teacher conferences. Turn in assessments for each child to the director prior to sending them home. A year-end copy of assessments will be filed in the child's permanent record. Kindergarten progress reports are reported to the Director for review, and distributed in January and May.

Parent/Teacher Conferences

Conferences are held upon request. Kindergarten parents are offered two conferences during the year, one after each progress report. Conferences provide an opportunity for sharing information concerning the child's progress throughout the year. Using the child's assessment portfolio, the progress reports, and developmental checklists, teachers can identify each child's strengths and discuss future objectives for developmental progress with the parents.

Parent Relations

Teachers are to maintain a positive relationship with the parents. Parents do not want to hear negative comments about their child. Tell them about their child's day in a positive manner. Do not diagnose an illness or problem. Do not share personal problems or negative comments about this school, church, other teachers or children with the parents. Remember that University Baptist Church WEE School is a ministry of

University Baptist Church. Teachers are encouraged to be ready at every opportunity to share their faith in Jesus Christ and His salvation with the parents.

Emergency Drills

Fire

Fire extinguishers are available. The person discovering a fire is to notify the office so that the evacuation procedure can be initiated.

The WEE School will have a fire drill each month at various times of the day. They are to be viewed as seriously as if there were an actual fire, and all children are to be exited quickly from the building. Each room has an emergency fire evacuation plan posted near the door showing two exit paths from the room. Employees should be familiar with both escape routes and talk with the children about them. A discussion focusing on emergency escape plans should inform, but not frighten, children. The signal for a fire alarm is the alarm system being activated. Each teacher must make sure that the children in their care get safely outside and away from the building within three minutes. Teachers must take the attendance sheet for their class and account for all children under their care. All children must be supervised outside until the "all clear" sign is given to re-enter the building.

Tornado

The WEE School will have two practice tornado drills each year.

In the event of a tornado warning in which taking cover is advised, the Director will announce the alert. Teachers will then take the children in their care to the designated tornado-shelter area. Teachers must carry the attendance sheet for their class, a flashlight, diapering supplies, transition materials, and they must account for all children once they are in the designated shelter area. Children must be closely supervised in their designated tornado shelter area until the "all clear" signal is given. Teachers are to keep children calmly reassured.

All employees and children should protect themselves once they are in their designated shelter area by:

1. Sitting on the floor, face turned down
2. Drawing their knees up under them
3. Covering the back of their head with their hands

Hazardous Materials

The school will follow the directions of the Fire Department as to whether we need to evacuate and relocate.

Evacuation

In the event of emergency evacuation, the center will follow the directions of the Bexar County Emergency Plan. The Director will inform the employees that emergency personnel will supervise evacuation, but the Director and employees will remain in charge of the children in their care, both during evacuation and in the relocation center. Teachers and children will exit the building, taking attendance sheets, nametags, and critical supplies. The WEE School records and forms necessary for information, or authorizations relating to the children's welfare will be taken by the Director to the relocation center.

Information on where the group has been taken for relocation will be posted on the doors of the school. The Director will inform Red Cross personnel at the relocation center of the WEE School's presence so the media can be notified. If possible, parents will be called. Children will be released only to persons authorized for pickup under normal WEE School operations. Children will be signed out on a record sheet when they are picked up.

University Baptist Church WEE School Teacher's Covenant

Believing that the privilege of guiding people in the Christian way of life is worthy of my best, I covenant, as a teacher in the WEE School ministry of University Baptist Church, to . . .

1. Order my conduct in keeping with the principles of the Bible, and seek the help of the Holy Spirit that I may be faithful and efficient to my work. (Eph. 4:1-3)
2. Be regular and punctual in attendance; and in case of unavoidable absence, give notice thereof to my Director as far in advance as possible. (Cor. 4:2)
3. Make thorough preparation of the lesson and for my other duties each week. (2 Tim. 2:15)
4. Use the Bible with my class, or other meeting times, and help them to understand and love it. (Deut. 6:5-9)
5. Contribute my tithe to my church's budget. (Mal. 3:10)
6. Attend regular planning meetings, or when unavoidably absent, make arrangements with my Director. (Luke 14:28-30)
7. Receive 15 hours training per year as offered by University Baptist Church or approved by the Director. (Prov.15:28a)
8. Cooperate wholeheartedly in the plans and activities of University Baptist Church and University Baptist Church WEE School. (Heb. 10:25)
9. Be loyal to the ministry of the church and strive to attend weekly worship services. (Heb. 10:25)
10. Be prepared to witness to a child or family member of a child. (Prov. 11:30)
11. Seek to discover and meet needs of those with whom I come into contact, especially fellow teachers and prospects for University Baptist Church. (Gal. 6:2-5)
12. Pray regularly for the church, the WEE School staff, teachers, students and the families from which they come. (1 Thess. 5:17)