

PRESCHOOL TEACHING POLICIES/PROCEDURES

- Two adult teachers should be with the children at all times, whether in the classroom, on a Buggy ride, a walk, or the playground – no matter the number of children being supervised.
- Teachers will be prepared to accept children into the classroom ONLY 15 minutes prior to the specific beginning time of class.
- Security tags, name tag stickers & parent cell numbers should be used at all times.
- ALL children should be signed-in by the adult that brings them to class.
- Parents must wait at the class room door when dropping off or picking up their child.
- Children may only be dismissed to parents or grandparents who have permission – not to older siblings.
- Child size tables are not to be used as adult benches.
- All items brought by a child should be labeled - bags, cups, bottles, diapers, etc. Masking tape is available for this.
- Post allergy alert signs when a special snack is being served or you have a pet visit your class.
- Ask first time guests about any allergies or special needs.
- Post door signs when you are gone from your room – on a walk, to the playground, on a buggy ride, etc.
- A cell phone needs to be taken with you to the playground.
- Cell phones are to be used by adults in an emergency or when taking pictures. Talking or texting on your phone is a state violation when serving as a care taker of children.
- Photos posted on social media may not be tagged with student's names.
- Be familiar with the Emergency Exit plan for your classroom, posted inside the classroom by the door.
- Communicate with the Sunday morning hallway coordinator when you will be absent and do your best to secure your own substitute.

Hygiene Policies

- Wash your hands once you have entered the room and then wash them often.
- Wear shoe covers if teaching in rooms 136, 138, or 122.
- Follow proper diaper changing procedures below.
- Use changing tables for diaper changing only. Not to be used as a serving table of any kind.
- Wear gloves when cleaning up any body fluids.
- Babies, 1's & 2's class rooms should sanitize toys and changing tables with bleach bottles provided.

Diaper changing Procedures

- Wash hands before diapering
- Wear gloves provided
- Cover changing mat with wax paper
- Once child is changed, roll diaper up in wax paper, take gloves off so that they cover the soiled diaper, discard in the covered trash can
- Spray changing table with bleach water and wipe down

Updated mo/day/year

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