



# Grace Garden Preschool

## Staff Handbook



# Staff Handbook for Grace Garden Preschool

## MISSION STATEMENT

*“Train up a child in the way he should go, and when he is old, he will not depart from it.”*

**Proverbs 22:6**

Grace Garden Preschool exists to journey with parents to help develop in each child a relationship with their Creator, to show them, and help them show, the love of the Savior, while preparing them academically for entrance into kindergarten.

## First things first

**Hello Staff of Grace Garden Preschool!** Thank you for taking Proverbs 22:6 to heart and being willing to help support families as they strive to educate their children to serve our Creator!

Since this is a ministry-based preschool, the staff must be unified in the vision of reaching children for Christ. To accomplish this, each staff member must have, and be in, a personal relationship with Jesus. There is space to write a short testimony on your application form.

All staff must have Federal Criminal History clearances and Child Abuse Clearances. If you already volunteer at FBFC, this should already be submitted. If you do not have clearances, the church office will help you obtain them.

Each staff member must supply a vaccination record that will be kept on file with your application.

## How we work

To understand procedures and logistics, please refer to the Parent Handbook, which covers:

Child drop-off and pick-up

Late arrival policy

Discipline

Weather

Adult Involvement

## How we view each child

Psalm 139:13-16 *“For You created my inmost being; You knit me together in my mother's womb. I praise You because I am fearfully and wonderfully made; Your works are wonderful, I know that full well. My frame was not hidden from You when I was made in the secret place. When I was woven together in the depths of the earth, Your eyes saw my unformed body. All the days ordained for me were written in Your book before one of them came to be.”*

Each child is a unique creation of God Almighty, who He has entrusted to us for a little while. We must be intentional in teaching each child as they develop in their own, individual ways: socially, emotionally, cognitively, and physically, all in a safe and appropriate atmosphere. Our goal is to help them see themselves as the image of their Creator, and ultimately bring glory to Him.

## Being an example

We are to be examples of Christ in all our behaviors. It will be expected that you:

>Arrive no later than 8:35 each morning. If this is a problem with your schedule in any way, please let the director know (i.e. You must drop off children at school).

>Be there each school day. If you are ill, please contact the director as soon as you know that you will not be attending that day. If there is something that is on your schedule that conflicts with a school day, please let the director know at least a week in advance so that a substitute can be acquired.

>Dress appropriately. Staff members are encouraged to wear comfortable pants, not dresses. Comfortable shirts with sleeves (no midriffs) should be worn. Sneakers are ideal, but if the weather is hot, comfortable sandals are permitted. Please be conscientious of cleavage issues.

>Follow Biblical guidelines if/when any adult conflict arises. All conflict must be handled outside of the classroom. The director is available to help work out any difficulty.

>Respect the privacy of families. There will be confidential family situations that we may know about. Please **keep** these situations **confidential**. Secondly, children's progress or problems may not be discussed during school hours. If a conversation needs to happen with a parent to help a child, please schedule a time to meet with the parent, remembering that this is to be done with the attitude of respect and kindness. Thirdly, no gossip or slander will be tolerated about any child, parent, or other staff member.

>There will be no drugs or alcohol allowed on the church property at any time.

>Have a positive attitude. Our attitudes should be that of Christ Jesus (Philippians 2:5). Speak words that are uplifting and loving. Have a team spirit, as we are working together for the glory of God.

### **Cell phones**

Cell phones must be turned off during school hours (8:35am-11:45am). If an emergency arises, persons must call the church office to notify a staff member.

### **Personal belongings**

All personal belongings (purses, phones, wallets, etc.) can be kept in the cabinet in the classroom. The Preschool or Church will not be liable if anything is damaged or lost. Please only bring what is necessary for the day.

### **Washing hands is a BIG deal**

This is the number one behavior that will limit the spread of germs. Please wash hands when:

>arriving for the day

>before and after changing a child (use gloves and wash down changing area with cleaning solution provided)

>helping children with toilet use

>personal bathroom use

>after being in contact with any bodily fluid

>before snack

>coming in from outside (may use hand sanitizer)

\*Use warm water and soap and keep hands under the water for a minute.

## **Staff meetings**

Staff meetings will be held after the parent/teacher conferences before Christmas, and at the end of the school year. The director may call a meeting at any other time if necessary.

## **Curriculum and daily concerns**

A yearly calendar, a monthly overview of curriculum, a list of responsibilities for each day, and a daily schedule will be given to each staff member.

Daily duties may include:

- >setting up physical environment (i.e. setting up paints, filling water table, etc.)
- >helping transition children out of vehicles to church doors before class begins
- >assisting with learning stations
- >helping keep children focused
- >redirecting/dealing with inappropriate behaviors
- >cleaning and sanitizing after the children leave for the day (details will be forthcoming during a staff meeting)

## **Emergency duties**

Safety and health are major concerns. As described in the parent handbook, we will have two fire drills. Each staff member must participate. A run-through will be done with staff members prior to the actual fire drill.

We will discuss procedures for fire and tornado drills in more detail at staff meetings.

All precautions will be set in place to keep dangerous situations with adults from happening.

- ❖ Doors will be locked during school hours.
- ❖ Pastors are on call for any concerning situations.
- ❖ Staying calm is most important in any situation.

## **Compensation**

For the first year, Grace Garden will be staffed with volunteers. Since this is a new ministry, we must first see where God leads us. Possibly, if we have enough families that enroll their children in preschool, a bonus may be given to staff members either at Christmas, or at the end of the school year. This is the hope of the director.

## **Child Abuse Hotline**

State law requires that if any adult suspects child abuse of any kind, we are mandated to report it by calling 1-800-932-0313.

## **Supplies**

Supplies have been obtained, for the most part, for the entire year. We can also use supplies from the Helps Room upstairs. There will be a list kept of supplies used in order to help the church track our usage. We are hoping to receive donations for some future supplies. A list of needed items will be posted on our bulletin board and website. A needed supplies list will also be placed in the church bulletin on selected Sundays.

## **Incident/Accident Reports**

Any, and every accident that involves injury to a child or staff member **MUST** be documented on an incident report paper, no matter how small. Parents will be notified at the end of the day of any accidents, unless the child needs immediate attention. In that case, 911 will be called and parents will also be called immediately. A first-aid kit can be found in the cabinet in room 103.

## **Communicable diseases**

The same standards that apply to the children will apply for staff members.

Stay home if you have the following:

- Fever, green/yellowish drainage,
- diarrhea, vomiting,
- any communicable disease such as pink eye, head lice, impetigo, hand/foot/mouth disease, etc.

A notice will be sent home to all family and staff members if anyone brings a communicable disease into the classroom.

## **Visitors**

Each week we will have a special/secret reader. All visitors must sign-in at the church before entering the classroom.

## **Discipline**

Children must know and understand the expectations/rules of the classroom. These will be explained and reviewed each day. A system of positive reinforcement is explained in the parent handbook. A few simple guidelines when dealing with inappropriate behavior are:

- >Kneel or sit down so that you can be at the child's eye level.
  - >Try to understand and validate a child's problem. Are they tired? Frustrated? Ask questions to find out.
  - >Encourage them to focus on something else (redirect).
  - >Remind them of the consequences if there is inappropriate behavior (must be away from friends, informing parents, sitting with a pastor).
  - >Use the words "please stop" instead of "no".
  - >Do not pose a question when something is not a choice (i.e. Replace "Would you stop hitting?" With "You must stop hitting.")
- \*Biting must be documented, and the incident related to both sets of parents (the bitten and the biter).

## **A Very Big "Thank You"**

Thank you, to all of you, for giving of your time, and energy to support

And help get this ministry on its feet.

May God richly bless you for the work you are doing for His kingdom.

To God be the glory! Great things He will do!