

Train Up Preschool Staff Conduct Rules

ALL STAFF RESPONSIBILITIES:

- Be active and faithful in attendance to a local Christian church, including active participation in the education department.
- Establish and maintain an effective working relationship with parents, students and other staff members.
- Be in attendance and on time to all staff meetings as well as to school each day by 8:30 (devotional at 8:45).
- Abide by the sick policy we set for the students. In the event you must miss school, call the Director as soon as possible so a substitute may be called for you.
- Use proper care in maintenance of building – lights are turned off, doors are locked, air is turned off, rooms are clean, etc.
- If for any reason you feel you must leave the school grounds during the day, you should visit with the Director prior to leaving.
- Smile and greet each child as they enter in the morning and when they go home in the afternoon.
- Dress comfortably and suitable for working with children. Shorts are permissible providing they are modest in length. Jeans, pants, skirts, and dresses are all appropriate. Let us always be mindful of the amount of influence we have on others in this matter.
- All staff members are allowed free tuition for children they have legal guardianship of (including nursery). However, each child attending will be required to pay supply fees (excluding nursery).

TEACHER RESPONSIBILITIES/DUTIES:

- Have experience teaching Bible school classes.
- Coordinate classroom decoration with Sunday morning Bible school teacher in the event the classroom is being shared.
- Pull and return supplies and resources used during classroom time to their proper place.
- Make sure you know where all of the children under your care are at all times.
- Provide a classroom environment where the child feels loved and is learning.
- Make sure your classroom is safe.
- Make sure all of the toys and equipment are clean and in good working order.
- Make sure that the children under your care are working and playing safely.
- Keep a count of the number of children you have in your care at all times.
- Separate any unruly or out-of-control child from the rest of the children until his/her behavior improves.
- Report any unruly or out-of-control child to the Director.
- Keep an open line of communication with the parent(s) concerning their child's progress in academics and behavior.
- Be cordial when speaking with parents, other staff members **and most of all the children.**
- Teachers need to maintain self-control before they can control children.

- Limit conversation with parents and other staff members to two (2) minutes while the children are under your care. Make every effort to not turn your back towards the children so that you can watch them.
- Make sure your personal belongings are secure while at work.
- The teacher is required to clean the classroom after each day of school. This includes gathering of the trash, cleaning all tabletops, vacuuming the floor, and turning off the lights. A clean classroom enables parent tours, substitute teachers or any other person entering the room to see the room kept to TrainUp Preschool's standards.
- Use discipline management techniques that are approved by the Director.
- Maintain a healthy classroom atmosphere. There needs to be a high level of structure, high level of tolerance and a high level of warmth. Remember we are displaying *Jesus' love* to each of our students.
- Be prepared, prior to class time, to perform your teaching duties with appropriate assignments, resource materials, supplies, etc.
- Be in your classroom as parents and students are arriving in the morning and remain with students **at all times**.
- In the event of your absence, make sure adequate lesson plans are made available. Every teacher is required to make a substitute folder including things like child arrangement at nap time, seating arrangements, snacks, allergies, and anything else that will help keep the flow of your class headed in the same direction as if you were there.
- Teacher pay is \$420.00 per month. Other bonuses may be given throughout the school year depending on the availability of funds. Teachers' salary will not be reduced due to an absence unless this rule is abused (as determined by the Director). Please make every effort to be here each day; unlike many businesses children establish a relationship with their teacher and become accustomed to routines— *we depend on you!*
- There will be several meeting times in the summer to prepare curriculum for the next year. These times will be arranged where it is mutually convenient for each teacher.
- Teachers are responsible for materials needed for class each day (i.e. lesson applications, reading readiness, etc.) Assistance will be provided to make copies, cut out, etc. however, it is the teacher's responsibility to make sure the materials are ready prior to class time. With *advance notice*, the director will also buy any additional supplies needed. With approval from the Director, the teacher may purchase last minute supplies for reimbursement. If you buy your own supplies, you are responsible for turning in your receipts to the Director. **Only approved supply purchases will be reimbursed.** You will be reimbursed on your next paycheck unless needed earlier.

I have read, understand and accept the above guideline policy.

Signature

Date