

The Preschool at All Saints

Mission

At the Preschool at All Saints, children will develop spiritually, emotionally, physically, socially, and cognitively in a trusting and caring environment. We celebrate the uniqueness of each child and encourage each to develop a sense of self worth, a love of learning and a respect for others. In the true spirit of our Catholic faith, children here will bloom and grow through the example of Jesus Christ.

Philosophy

With the support of the Archdiocese of Atlanta, The Preschool at All Saints will provide a high-quality program with age appropriate experiences to allow children to achieve healthy spiritual and cognitive growth. In addition to school readiness, we will encourage life-long love of learning, problem solving and decision making to motivate each child to reach his individual potential and beyond.

Goals

The purpose of our preschool is to provide experiences that will lay the foundation for Christian life and success in elementary school. We will focus on readiness through developmentally and age-appropriate experiences that expose children to:

- Music and Movement, Art, Emergent Literacy, Phonemic Awareness, Sensory Explorations, Mathematical Concepts and Language Skills.
- Working in groups, independent projects, following rules, and making choices.
- Catholic traditions, symbols, beliefs and prayer all by being active in the religious faith at All Saints.

Children learn by becoming actively involved in their environment, the manipulation of interesting materials, and through a wide range of creative play-based experiences. Our curriculum will blend this research-based premise of early childhood education and it will be incorporated in our daily classroom routines. We strive to provide children with a safe and fun environment that will excite them to learn and wonder for the rest of their lives!

Substitute Scheduling:

All substitute names and numbers are on a list provided to teachers. Often subs are called and scheduled beforehand, but you may be contacted the day a need arises. Teacher's hours are 8:45-12:45 and children are here from 9:15-12:30. You will not be notified before **7:00am**. If you are called for that day, please arrive no later than **9:30**, but it is preferred to arrive at **8:45 am**.

Paychecks:

Staff members will be paid on a bi-monthly schedule. Automated deposits are available and will be set up by the office staff. All information regarding salaries is strictly confidential. Please remember to sign in each day at the computer in the youth lounge.

Arrival and Dismissal:

Arrival: Room preparation should be complete before the children arrive.

Teaching begins as soon as a child enters your room. The first things the children should do upon arrival is hang up bookbag and/or coats and then wash hands.

Please get down on their eye level and greet them in a positive way. Say something specific loving and welcoming to each child that enters your room.

Carpool begins at 9:10 each morning. The Director and teachers will unload children and they will bring them to their classroom. One teacher must be in the classroom waiting to greet each child as they arrive. We will use our two-way radios during this time for communication purposes.

Dismissal: Try to end each day in a calm and orderly fashion. It is helpful to have activities out on the tables to keep the children engaged and focused until their name is called to dismiss. We begin afternoon dismissal at 12:20pm. One teacher will walk the child out to their car while the other teacher stays inside the classroom with the class. Please call the Director if there are any questions regarding the dismissal of a child. Please do not discuss specifics about the child's day during dismissal time. If there is a concern, this should be discussed at another time convenient to all. Your single focus should be the safety of ALL of your students at this critical transition time. **You will hold the child's hand at all times and put them into the right-hand side of car. You are not to buckle a child into a car seat! You are only responsible for putting the child safely into the car.** Parents or caregivers may pull over to safely buckle their child in.

Safety and Security Measures

NEVER LEAVE A CHILD UNATTENDED!

Teachers must remain with the children all times. If you need to take a child to the restroom or another area within the school you must have another child accompany you. **A teacher may never be alone with a child.** A Security Door Access System is in place in the Preschool Building. At 9:30 am to 12:15pm, Monday through Friday. Visitors must ring the bell by the Preschool doors and

office staff will approve entry. ID will be required if staff does not recognize persons wishing enter the building. All authorized staff members will have access cards to the building. Please keep these in a visible place. All Staff must wear name badges at all times. Visitors and Volunteers will also wear badges to identify that they have properly signed in at the front lobby area.

Class Attendance/Head Counts

Class attendance is taken daily from a member of the office staff over the walkie talkies. Always keep your walkie on yourself and turned on to station one. Always know the number of children that are present each day. **Do head counts at every transition time. Count before, during and after transitioning.** Be especially careful when going to the church, meadow or playground. When a child is absent for more than 2 consecutive days, you should email the parent out of concern. Any absence should be reported to Kelly, the business manager at pasoffice@allsaintsdunwoody.org.

Medical Care

Detailed instructions for Emergency Procedures are posted in every room.

Fire/Weather/Lock- Down Emergencies:

Detailed Evacuation plans are posted on the walls of each classroom. Each classroom is equipped with a safety bookbag outlining all emergency procedures. Staff should refer to those guidelines for very explicit instructions during emergency situations and drills.

Dress

Staff members are expected to dress and conduct themselves in a professional manner that does not impede the health and safety of children or other staff members. Professionalism is enhanced by one's appearance. Solid denim jeans are permitted, but may not have holes, rips or tears in them. Crop tops, flip-flops, hats, excessive jewelry, body piercing and sweat suits are not professional for the preschool classroom. Footwear should be comfortable and safe and should not impede on the teacher's fast access to a child in need.

Personal Items

All personal items must be inaccessible to children at all times. These items must not be left on counters, tables or anywhere in the reach of children. If possible, please lock them in the cabinets. Personal cell phones may not be used in the classroom or during school hours, unless used for an emergency.

Enrichment and Outdoor Offerings

Music and Movement:

All children in the preschool will attend music class weekly. Lead by our music teacher, Mr. Scott, these classes will introduce song, rhythm, instruments and dance. The main focus of this program is to encourage children to love music and to express themselves through the art of music and movement. A schedule of days and times of these classes will be provided.

Outdoor/Gymnasium Time:

Each class will have a 30-minute scheduled time on our playground. When moving children to and from the playground, please take many precautions to ensure their safety. Use a lead rope if necessary and walk in a line. Make frequent head counts during this transitional process. Teachers must position themselves on the playground so that all children are visible. Teachers must be able to reach a child in need. Teachers may not sit while supervising groups of children on the playground. Safety bookbags must be taken to the playground by the supervising teacher. Two-way radios are to be used to assist in reaching the Director, obtaining medical assistance, or for other emergencies. Playground schedules will be provided.

Gym Use:

The gymnasium is equipped with bicycles, slides, rockers and balls for preschool use. On days where weather does not permit outdoor time, please follow the playground schedule and use the gymnasium. This gym will be available for indoor play time on a daily basis as well. Active play time is essential for children's health and well-being. At the end of your gym time, you are responsible to have all bikes and equipment lined up on the wall next to the gym closet. Children can and should assist in helping to clean up.

Lunch:

Each day the children will bring their own lunch and eat it at school as part of their day. Please assist the children with this process but, allow the children to take an active role in lunch preparation. Be sure to begin each meal with a blessing. Gloves must be worn by teachers when they are in contact with children's food. Children should not be forced to eat any foods. Encourage them to take a bite, but do not struggle with them over this. At the end of lunch, please wrap up any uneaten food and put it back in their lunch box. This may serve a visual reminder to parents to try to pack something new and/or that their child may indeed be hungry. Children should be involved in the clean-up procedures by placing wrappers in trash, wiping tables and chairs, and sweeping the floors. There are many, many learning opportunities during mealtime.

Positive Guidance and Conscious Discipline:

To discipline is to teach.

Establish a set of classroom room commitments – less is more for mastery.

It is very important to set clear expectations for the children and be consistent in following through when these expectations are not met.

Each teacher is expected to discipline in a manner acceptable to a church program. No corporal punishment is to be used and any staff member that strikes a child will be subject to immediate dismissal. Sarcasm, humiliation, and intimidation are not appropriate methods for changing behaviors. Always provide positive encouragement when you see a child doing what was asked. A large part of our curriculum is focused on teaching age appropriate social skills as many of our children are truly just learning. Use a calm, friendly, loving, yet assertive voice when addressing a child's behavior. Never shout. Always show respect for each child. Redirection and connection are the first course of action. Sometimes a child may need to be gently guided to another area in your room or may need time outside of your room to calm and compose. The Director or Co-Director may be called to assist anytime it is needed.

Health and Safety

Handwashing Procedures

Caregivers, staff, volunteers, and children must wash hands with soap and warm water:

- Upon arrival and after being outdoors
- Diapering
- Using tobacco products
- Before preparing snack or setting the table
- Before and after eating
- Drinking
- Toileting
- Prior to eating
- Nose blowing/coughing/sneezing (self or child)
- Playing with pets or using moist items like clay or play-doh.

Children and staff members shall wash their hands using the following method:

- Staff should remove jewelry and push up sleeves.
- Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears, and continue for at least 20 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.

- Rinse hands under running water, no less than 60 degrees F and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with the clean, disposable paper or single use cloth towel.
- If faucets do not shut off automatically, turn taps off with a disposable paper or single use cloth towel.
- Throw the disposable paper towel into a lined trash container; or place single-use cloth towels in the laundry hamper; or hang individually labeled cloth towels to dry. Use hand lotion to prevent chapping of hands, if desired.

In special circumstances, when running water is not available:

- Clean children's hands with disposable wipes, damp paper towels moistened with a drop of liquid soap or hand sanitizer.
- Wipe the child's hands with a paper towel.

Toileting

When assisting a child with toileting, encourage the child to clean themselves independently and to wash their hands. When a child does need help, follow these steps:

- Always have another adult present.
- Wear gloves.
- Assist the child.
- Assist the child with handwashing.
- Wash your own hands.
- Spray contaminated areas with cleaner.
- Wipe with a paper towel and discard.
- Allow disinfectant to dry.
- Wash hands thoroughly.

Restroom Procedures

- Nursery-diapering should only be done in the nursery or specifically designated area, with others in proximity.
- Two-Three Year Olds-Bathroom doors should remain open when assisting toddlers.
- Four and Five Year Olds-Outside door should remain open.
- Handwashing procedures should be followed by caregivers and children.

Diapering Procedures

Diaper changing cannot take place without the presence of 2 teachers in the room. Diapers will only be changed by caregivers who are 21 years of age or older.

1. Assemble all of the supplies (diaper, wipes, gloves, clothes, etc.).
2. Wash hands, following the recommended procedures, and put on gloves.
3. Hold the child away from clothing if he is soiled. Place the child on the changing table and with one hand, secure the child in place. Never leave the child unattended.
4. Remove the child's clothing. Bag soiled clothes and securely tie the plastic bag to send home. Open diaper and fold over the tabs so they do not stick to the child's skin. Leave the soiled diaper under the child.
5. Clean the child with baby wipes from front to back, using a fresh wipe each time. Use as many wipes as necessary. Pay close attention to cleaning the folds of skin (e.g., around the legs). Place the wipes inside the dirty diaper.
6. Remove the dirty diaper from underneath the child. Re-secure diaper with tabs.
7. Remove gloves by holding diaper in left hand and using the right hand to pull the left glove off your hand and over the diaper. Repeat with the right hand. This procedure helps to secure the germs inside the diaper and gloves.
8. Dispose of the diaper in a covered, lined step can without leaving the child. If you cannot, place the diaper on the corner of the changing table out of the child's reach.
9. Wash your hands with a disposable wipe. Dispose of wipe as you did the diaper.
10. Put the clean diaper on the child and dress the child.
11. Assist the child in washing his hands. If the child is too young to wash his hands at the sink, you can wash the hands with either a baby wipe or wet, soapy paper towels. If you use soap, be sure to remove all soap from the child's hands. Return the child to the play area.
12. Dispose of all materials.
13. Sanitize the changing table using a cleaning solution and disposable paper towels.
14. Follow handwashing procedures mentioned above.
15. Gloves are changed and discarded for each diapering.
16. Make sure that food preparation and diapering are 2 separate areas.

All open wounds on a child or a teacher should be covered with at least a band-aid. Anytime there is contact with bodily fluids, a teacher should wear gloves.

Policies and Procedures Acknowledgement:

I have read, understand and agree to abide by the policies and procedures outlined in the Preschool at All Saints Substitute Handbook.

Signature _____

Date _____

Printed Name _____