

FIRST UNITED METHODIST CHURCH
MOTHER'S DAY OUT PROGRAM
TEACHERS' HANDBOOK

MISSION STATEMENT:

The Mother's Day Out ministry of First United Methodist Church is to bring all children in our care to a personal and meaningful relationship with their savior, Jesus Christ, and to be a living example of His love in their lives.

***Work time:** You are required to work from 8:15 a.m. to 2:15 p.m. on Mondays and Wednesdays on the days scheduled. Monthly planning meetings will be held on the first Friday of each month (except in September). A Summer Planning Day will be determined by the Coordinator and those teachers working the summer will be notified. Time scheduled for the monthly planning meeting is from 8:30 a.m. to 12:00 p.m. Planning Meetings are mandatory for Lead Teachers and the Motor Skill and Floater positions and optional for Support Teachers. Childcare is provided. You will receive a schedule of these dates during training. Other meetings may be scheduled throughout the year as needed. Please do not clock in before or after the times discussed above unless okayed by MDO Coordinator.

We will follow the K.I.S.D. school and KFUMC church calendars. Calendars can be found in teacher manual, as well as, classroom binders.

Work time is for work. Staff may not leave the campus during work hours without the permission of the Coordinator or the Director. Teachers should refrain from taking care of personal business at work. A teacher's first obligation is to the children of her classroom. IF you need to take an important phone call for any reason, please notify the Coordinator ahead of time if possible.

Morning Meetings will be held each MDO work day beginning at 8:20 unless otherwise noted. Here we will discuss important reminders and changes pertaining to that week or day. We will also, take prayer praises and requests. Children of teachers will meet in a designated room and be watched on a rotation basis by other teachers. A schedule will be posted next to the hand-held radios.

Optional: Each year, MDO offers to take those interested to a continuing education training. It is completely optional, however, you are paid for your time at the training and you receive great information to help you in your classroom. This conference is usually held in September.

***Paid Time Off:** MDO Classroom teachers are entitled to two (2) days of paid time off per calendar year.

The following definitions apply:

Work week: the average number of hours an employee is scheduled to work per week (based on a 5 day work week).

Day: the average number of hours an employee is scheduled to work per day (based on an 8 hour work day).

***Absenteeism:** Please call if you know you will be out. **Call/Text NICKY at 830-370-9990, to leave a message.** If I have not responded to you, please continue to try to contact me until I have confirmed you will be absent. The Coordinator will make arrangements for all Subs. An Absent Request form is to be completed when you are out. These are available in the MDO office and classroom binders. They are turned in to the Human Resource office to be kept in your personnel file.

***Requesting time off on MDO work day:** You should make every effort to schedule doctor/dentist appointments, and other extra affairs on days other than those scheduled for MDO. On the rare occasion that you find it cannot be avoided, you will need to put in a Time Off Request form (found in binder or MDO office). This is a request and the Coordinator has full authority to deny or allow the time off. The requests will be taken on a first-come, first-off basis. The Coordinator will make every effort to accommodate your request trusting that the event/affair could not be changed to a non-MDO workday.

***Bad Weather:** We will follow the KISD schedule, please check with the school district. If they are closed, our MDO will be closed. If they are delayed, our MDO will be closed.

***Dress Code: Personal Appearance** – As an employee of KFUMC, a clean, neat appearance and good personal grooming and hygiene are all essential and should contribute to a professional appearance. Your attire should be consistent with the type of work you are performing and with safety considerations. Supervisors are responsible for evaluating and remedying employees dress.

Staff should wear decent, comfortable attire, nice jeans, or capris, long shorts, shoes appropriate for working with children. No faded or torn jeans. Please cover all body parts that should not be exposed- no cleavage showing or bare tummy. Cover any obscene tattoos or extra body piercings while working. Doing this will promote a professional atmosphere and represent the church in a respectable way.

***Conduct:** KFUMC will follow Biblical principles for resolving conflict in the church. Appendix #2 in the Employee Handbook provides a practical guide for our best practices in this area. Teachers should not gossip. Teachers should maintain a professional attitude. See Matthew 18:15-17. If needed, the Coordinator and the Director can help with your resolution of an issue.

See Appendix #1 for more information.

Reporting Suspected Abuse: In response to God's call to care for the vulnerable, Kerrville First United Methodist Church is committed to the well-being of every person entrusted to its care. This commitment is in harmony with the Book of Resolutions (¶162 Social Principles) and the baptismal covenant (United Methodist Hymnal).

See CHILD, YOUTH & VULNERABLE ADULT SAFETY POLICY MANDATORY STANDARDS FOR KERRVILLE FIRST UNITED METHODIST CHURCH Manual for all policies and procedures on how to handle suspected abuse.

***Support of the MDO program:** MDO staff is expected to publicly support the policies and rules of the MDO program. Employees should reserve questions and concerns about policies and rules of the program for discussion with the Coordinator or the Children's Director.

***EVALUATION:** Each teacher will be evaluated on an on-going basis based on classroom visits done by the Coordinator and the Director. As issues come up, they will be addressed. All visits and

evaluation notes become part of the teacher's personnel file. A written evaluation will be made yearly and put into the employee's personnel file.

***Telephone Calls:** Calls you receive in the MDO office will be forwarded to you in case of an emergency. Messages will be taken for non-emergency calls. **CELL PHONES ARE NOT TO BE USED WHILE YOU ARE IN THE CLASSROOM ATTENDING CHILDREN, FOR TALKING OR TEXTING.**

***Lockers:** We have lockers available for each teacher in the MDO office. Please use them for all personal items & purses. MDO & the KFUMC are not responsible for any lost or stolen items.

Teachers should stay as active as possible with the children and strive to keep a peaceful, loving atmosphere within the room. Verbal and physical interaction creates the best learning environment. Try not to sit for long periods of time. Voice control is key to creating a positive room environment.

Health Checks: Teachers should perform a quick health check on all children as they come into the classroom. Runny noses, glassy eyes and a difference in the normal behavior of the child will be closely monitored. If symptoms worsen, we need to call the parent/guardian right away to ask them to pick up their child. For the protection of all the children at MDO, before participating in class please make sure the child is free from the following:

Fever (fever free for 24 hours)

Vomiting or diarrhea (symptom free for 24 hours)

Sore throat, Cough, common cold- constant runny nose, Pink eye, skin infections, rash, etc.

If the child has diarrhea, notify the Coordinator so she can call the parent/guardian and get more information. If a second bout of diarrhea occurs, then we will ask the parent to pick up. If the child's behavior is not normal for that child, then notify the Coordinator so she can gather more information from the parent/guardian.

***Discipline:** Children should stay in control at all times, respecting the teachers and other children. When there are times that a child is not respecting others, they will be expected to sit for a time-out and miss an activity. The coordinator is also available to help remove children who are out of control or hurting others in the classroom. Parents will be called if a child is out of control after we have tried different methods.

Your first step to discipline should first be to redirect the child. If the child has physically hurt another, then time-outs are necessary. Because you, as the teacher, are giving the child other ways to problem solve, time-outs should become minimal. Positive attention to children behaving in the manner preferred is the best pro-active measure in the classroom. If you find that a certain child is getting time-outs daily, you need to come to the Coordinator to brain storm other ways to help this child problem solve and remain respectful to others. Simply by changing your words and questions will allow the child to learn conflict resolution and before long the child will be able to handle situations in a positive manner. The Coordinator can help you come up with a Behavior Plan.

***Safety:** Each class will take a hand held radio for their time at MDO. Please take it with your class anytime you leave the classroom. If an incident happens where others need to help or need to be notified, give clear and specific details of what is needed or of what is occurring. Stay Calm and speak slowly.

Safety Checks: Each day of MDO, teachers should take a few moments prior to class starting and look for broken toys or equipment or any thing that may cause harm to a child or adult. If you find

broken equipment, bring it to the Coordinator who will make the decision of what can be fixed or not. If you see a safety issue within the room, notify the Coordinator as soon as possible.

Sign-in Sheets: Sign-in sheets are required each day. They will let us know what children were actually present each day. It is also a place for parents to leave special instructions or phone numbers where they can be reached that may not be on registration forms. **Please remind parents to sign in and out daily.**

Fire Drills: Fire Escape Maps are in your classroom binders and in your classroom. Please make yourself familiar with your route in the event of a fire. Fire drills will be scheduled throughout the year.

***Incident Reports:** Keep an eye on the children at all times. An incident report shall be completed when a child is injured or has had physical contact with another person. Include all details and what actions were taken. Incident reports are in the classroom binders and in the MDO office. These should be filled out the same day the incident occurs and turned into the Coordinator. Copies will be given to parents. If the incident involves another child, do not put that child's name in the report.

Lost Child Procedure: In the event a teacher realizes they are missing a child and have quickly searched the area(s) they most suspect the child to be, here are the next steps:

- 1.) Alert the Coordinator/Children's Director/Lead Nursery Worker (known as LEAD from here on)
- 2.) LEAD will notify all teachers to return to their home rooms, if there are less than 5 workers, classes will combine into 1 room.
- 3.) LEAD will station them self in Room 104 to watch video and direct teachers.
- 4.) 1 teacher will remain in classroom with children, while the other sweeps areas determined by LEAD
- 5.) After 20 minutes, LEAD will call 911 and alert Police of the situation and also, call the parents. Teachers will continue to search until a new plan is put into place by law enforcement.
- 6.) If the child is found before the 20 minutes, LEAD will make a report to supervisors and parents will be notified at pick-up. Follow-up call will be made by supervisor.
- 7.) Events will be reviewed with all employees involved and a report will be made by the LEAD to put into personnel files.

***Communication with Parents / Dismissal of children:** Teachers should be communicating with parents/guardians each day. When parents arrive at drop off or pick up time, your job is to communicate with them. If a parent needs to be contacted during the school day for any reason, it must go through the MDO office. Dismiss children only to their parents or to the person designated to pick them up. Do not dismiss a child to an unfamiliar person unless we have previous consent from the parent. Driver's license is needed to verify identification.

***Confidentiality:** When talking with parents, it important to keep information about other children/families/co-workers confidential. It is perfectly fine to tell the parent if an incident involved their child, but keep the name(s) of the other child(ren) private. If the parent insists, please send them to the MDO Coordinator to resolve the issue.

***MDO Classroom Binder:** We have (1) for each classroom. Keep it in your classroom for daily use. Please look it over & become familiar with what is in it. It has your parent contact information in the front.

***Supplies and Work orders:** There are many supplies already available in the supply closet (Room 109). Please plan ahead & have your supply request forms filled out and turned into the Coordinator by Wednesday each week.

***Resource rooms/ Supply areas:**

Room 115- bibles, books

Room 109- activity supplies (paper, glue, scissors, etc.), CDs, DVDs

Room 115 bathroom- diapering supplies

Room 112 closet-cleaning supplies and refills

***Schedule/ Lesson Plans:** Each classroom will have a daily routine. Each class is responsible to turn in lesson plans by the Monday after planning day.

This is a Christian Mother's Day Out program and a ministry of KFUMC.

Your lesson plans should include music, art, bible story(circle time) and centers. Each week the children are introduced to a letter, number and theme. Lessons are based on Christian values and traditions as well as interpretations of events occurring in our daily lives. Monthly, we explore a new shape and color, and participate in different special themed activities or celebrations. The program Coordinator will submit the theme each month at the planning meeting.

We are here to encourage curiosity, questions and discovery of God's world. PLAY is the best way for children to learn. Children's large and fine motor skills are enhanced through art, play, and music. We support process vs. product art; believing the experience a child has creating art is far more important than the final outcome.

***Circle time:** All ages are required to have circle time. Circle time options include books, songs, finger plays, calendar (3's & PK), Bible story, and color, letter, number, or shape activities. **Each class should be read to every day several times a day.**

***Centers:** Each classroom (except nursery) should have these items available for centers - blocks, science/nature, books, home living, art, puzzles, dramatic play, and others of your choosing. Some will be free -play and at least one will be structured into a learning activity. Do not schedule art center every day. There are many other activities to offer such as nature walks, home living or dramatic play activities etc. When you do art, please let each child do his own work keeping in mind to choose art activities that promote process over product results. In other words, how they create the art is more important than how it looks in the end.

***Gym/ Playground Time:** Each class has approximately 30 minutes per day to spend in the gym or on the playground (exception TOTs or other formal gym program may run longer.) Teachers should not use this as a social time. **ALL TEACHERS** should be actively supervising and interacting with the children. You have access to balls, hoops, cones, etc. that you may take to the playground/gym during your time to encourage children to play/create new games and ideas.

***Cleaning up:** At the end of each MDO class, please put all supplies in your MDO designated drawers or cupboards. Wipe off tables, stack chairs, and clean toys by placing them on the tables and spraying with Solugard and water. Check for any broken toys or equipment. Notify the Coordinator for any repairs needed. If you have a bad smelling trash bag, you may tie it up and place outside the side door between the Education Building and the Activity Center, then notify Nicky that a bag needs to be removed.

****Television/Video Policy:** There is a wide spectrum of what is allowed to be watched by a child from family to family. That being said, we will only allow television/videos to be watched if all families in a given class agree on the selection. If even one family does not feel comfortable with their child

being shown a particular video, that video will not be allowed and other activities will be scheduled. Teachers will present a movie release form for verification from all families to watch a specific video in their child's class. The coordinator will be made aware of the results.

Video/Television is allowed during Motor-Skills class to demonstrate dance/activity actions or to reaffirm the Bible Story of the week. If you have questions about the dances/activities or Bible stories shown contact the Coordinator and/or the Motor-Skills teacher.

As per the Employee Handbook: Employees are expected to report to work on time each day and to work through the full working period. If an individual is frequently absent or late, makes a habit of leaving work early, or has frequent missed punches, it may be necessary to initiate corrective and/or disciplinary action that could lead to termination of employment. Falsification of time records will be grounds for corrective and/or disciplinary action up to and including termination of employment. Completion of a time card by another employee (other than as necessary by management) will be considered falsification of official records; this will be grounds for corrective and/or disciplinary action against both individuals, up to and including termination of employment.

***TERMINATION:** Engaging in conduct listed below will result in immediate termination, without prior warning:

1. Leaving children unattended in the classroom, gym or playground for any length of time.
2. Striking, abusing, humiliating, endangering the life of, or withholding food from a child.
3. Abuse or inconsiderate treatment of parents, staff, or visitors.
4. Unauthorized removal of property.
5. Unauthorized removal of records.
6. Unauthorized divulgence of confidential information pertaining to the program, a child, a family, or co-worker.
7. Clocking in or out for a co-worker, or having co-worker clock in or out for you.
8. Refusal to perform assigned work or to follow instructions.
9. Gross carelessness or negligence.
10. Making changes to an evaluation done by the Coordinator.
11. Willful destruction of property.
12. Sleeping during work hours while attending children.
13. Coercing or inciting others to limit work performance or engage in anything in violation of program rules.
14. Unauthorized absence
15. Use of obscene or abusive language in the presence of a child or family.

*** Policy changes:** In the event of any policy changes the MDO Coordinator will send an email or letter to each teacher stating updates or changes to the policy.

OTHER AREAS OF CONCERN REFER TO EMPLOYEE MANUAL: A copy of the employee manual is located in the MDO Coordinator's Office for reference.

- Hiring Practices
- Hours and Wages
- Personal Leave
- Confidentiality
- Videos
- Personal activities
- Resignation
- Time Clock
- Professionalism
- Training